

# 2021 ANNUAL SECURITY/FIRE REPORT



**CHRISTIAN BROTHERS UNIVERSITY**



**John Lotrionte**  
DIRECTOR OF CAMPUS POLICE & SAFETY





# 2021 ANNUAL SECURITY/ FIRE REPORT

## 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](mailto: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
Title IX Coordinator	(901) 321-3548

## 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 Aurelian 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 Professional Staff member, 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 (901) 377-4733
Lakeside Needs Assessment and Referral Center Narcotics Anonymous	(901) 276-5483
Parkwood Hospital	(901) 521-1400
Crime Victims & 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](http://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](http://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 Development and Campus 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 Student Development and Campus 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.

### ***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](mailto: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 Student Development and Campus 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 on 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:
5. The carry-over of violation for the following year and the inability to register at enrollment for the following semester until requirements are met.
6. 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., bong, 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 Development and Campus 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

abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy

- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of Christian Brothers University explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of Christian Brothers University.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means any process designated by Christian Brothers University to apply only when Process A does not, as determined by the Title IX Coordinator.
- *Recipient* means a postsecondary education program that is a recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Christian Brothers University's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by Christian Brothers University on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 17.b., for greater detail.
- *Student* means any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with Christian Brothers University.
- *Title IX Coordinator* is at least one official designated by Christian Brothers University to ensure compliance with Title IX and Christian Brothers University's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Grievance Process Pool.

## **2. Rationale for Policy**

Christian Brothers University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

Christian Brothers University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. Christian Brothers

University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

### **3. Applicable Scope**

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Christian Brothers University's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of Christian Brothers University's community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Christian Brothers University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

### **4. Title IX Coordinator**

The Associate Vice President for Student Student Development and Campus Life serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating Christian Brothers University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy.

### **5. Independence and Conflict-of-Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Christian Brothers University President John "Jack" Shannon at [president@cbu.edu](mailto:president@cbu.edu). Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the Christian Brothers University President John "Jack" Shannon at [president@cbu.edu](mailto:president@cbu.edu) or designee. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

### **6. Administrative Contact Information**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

#### **Title IX Coordinator—Christian Brothers University**

The University official listed below is responsible for Christian Brothers University's Title IX education, training, and general compliance while overseeing communications and complaint investigations. To file a complaint against any member of the Christian Brothers University community or to ask questions, you should contact:

##### **Tim Doyle**

Associate Vice President for Student Development and Campus Life  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
(901) 321-3548  
Fax: (901) 321-3524  
Email: [tdoyle1@cbu.edu](mailto:tdoyle1@cbu.edu)  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>



**Deputy Title IX Coordinator—Students**

The University official listed below is responsible for Title IX compliance in matters involving student communications and investigation of complaints with student respondents. To file a complaint against a CBU student for sexual harassment, sex discrimination or sexual assault, you should contact:

**Karen Barnett/ (Vacant after Oct 1, 2020)**

Dean of Students  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
Email: kbarnett@cbu.edu  
Phone: (901) 321-3536  
Fax: (901) 321-3524  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

**Deputy Title IX Coordinator—Faculty, Staff and Visitors**

The University official listed below is responsible for Title IX compliance in matters involving employees and visitors, including 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-115  
Address: Campus Box 92 650 East Parkway South, Memphis, TN 38104  
Email: tjacque2@cbu.edu  
Phone: (901) 321-3474  
Fax: (901) 321-4430  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

**Deputy Title IX Coordinator—Athletics**

The University official listed below is responsible for Title IX compliance verification and communications in matters involving student athletes, coaches and athletic administrators and staff. She will not investigate complaints related to Athletics Department practices or of/ by athletes but may serve as an alternate investigator replacing or assisting another Deputy Title IX Coordinator in other areas. 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 other officials listed above, and/or you may contact the official listed below, who will facilitate the forwarding of the complaint to the appropriate office:

**Donna Crone**

Athletic Director  
De La Salle Hall 124  
Address: Campus Box T-1 650 East Parkway South, Memphis, TN 38104  
Email: dcrone@cbu.edu  
Phone: (901) 321-3478  
Fax: (901) 321-3570  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

**Deputy Title IX Coordinator—Law Enforcement**

The University official listed below is responsible for Title IX compliance in matters involving potential criminal behavior when a complainant seeks to involve the legal system as well as incidents involving potential criminal behavior. For assistance in making a criminal complaint or determining options related to the criminal system, you should contact:

**John Lotrionte**

Chief of Police/Director of Campus Police & Safety  
St. Joseph Hall 110  
Address: Campus Box T-8 650 East Parkway South, Memphis, TN 38104  
Email: [jlotrion@cbu.edu](mailto:jlotrion@cbu.edu)  
Phone: (901) 321-4210  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

Additionally, Christian Brothers University has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of Christian Brothers University:

**John “Jack” Shannon**

President of Christian Brothers University  
Barry Hall 107  
Address: Mail Box #25 650 East Parkway South, Memphis, TN 38104  
Email: [president@cbu.edu](mailto:president@cbu.edu)  
Phone: (901) 321-3250

**Beth Rene' Gerl**

Vice President for Student Development and Campus Life  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
Email: [bgerl@cbu.edu](mailto:bgerl@cbu.edu)  
Phone: (901) 321-3215

**Paul Haught**

Vice President for Academics  
Buckman Hall 202  
Address: Mailbox #26 650 East Parkway South, Memphis, TN 38104  
Email: [phaught@cbu.edu](mailto:phaught@cbu.edu)  
Phone: (901) 321-3231

Christian Brothers University has also classified all employees except for Counseling Center staff as **Mandated Reporters** of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:  
Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

For complaints involving employees: Equal Employment Opportunity Commission (EEOC)  
1407 Union Avenue, 9th floor  
Memphis, TN 38104  
United States  
Phone: 1-800-669-4000  
Fax: 901-544-0111  
TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122  
Director: Delner Franklin-Thomas  
Regional Attorney: Faye Williams  
Office Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

## 7. Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:  
1) File a complaint with, or give verbal notice to, the Title IX Coordinator, Deputy Coordinators, or Officials with Authority.

### **Tim Doyle**

Associate Vice President for Student Development and Campus Life  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
(901) 321-3548  
Fax: (901) 321-3524  
Email: [tdoyle1@cbu.edu](mailto:tdoyle1@cbu.edu)  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

### **Karen Barnett (Vacant after Oct 1,2020)**

Dean of Students  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
Email: [kbarnett@cbu.edu](mailto:kbarnett@cbu.edu)  
Phone: (901) 321-3536  
Fax: (901) 321-3524  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

### **Theresa Jacques**

Director of Human Resources  
Thomas Center-115  
Address: Campus Box 92 650 East Parkway South, Memphis, TN 38104  
Email: [tjacque2@cbu.edu](mailto:tjacque2@cbu.edu)  
Phone: (901) 321-3474  
Fax: (901) 321-4430  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

### **Donna Crone**

Associate Athletic Director  
De La Salle Hall 124  
Address: Campus Box T-1 650 East Parkway South, Memphis, TN 38104  
Email: [dcrone@cbu.edu](mailto:dcrone@cbu.edu)  
Phone: (901) 321-3478  
Fax: (901) 321-3570  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

### **John Lotrionte**

Chief of Police/Director of Campus Police & Safety  
St. Joseph Hall 110  
Address: Campus Box T-8 650 East Parkway South, Memphis, TN 38104  
Email: [jlotrion@cbu.edu](mailto:jlotrion@cbu.edu)  
Phone: (901) 321-4210  
Web: <https://www.cbu.edu/about/cbu-policies/sexual-assault-policy/title-ix/>

### **John "Jack" Shannon**

President of Christian Brothers University  
Barry Hall 107  
Address: Mail Box #25 650 East Parkway South, Memphis, TN 38104  
Email: [president@cbu.edu](mailto:president@cbu.edu)  
Phone: (901) 321-3250

### **Beth Rene' Gerl**

Vice President for Student Development and Campus Life  
Rozier Center Student Development and Campus Life Office  
Address: Campus Box T-4 650 East Parkway South, Memphis, TN 38104  
Email: [bgerl@cbu.edu](mailto:bgerl@cbu.edu)  
Phone: (901) 321-3215

**Paul Haught**

Vice President for Academics

Buckman Hall 202

Address: Mailbox #26 650 East Parkway South, Memphis, TN 38104

Email: phaught@cbu.edu

Phone: (901) 321-3231

Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

\*\*[2) Anonymous reports are accepted but can give rise to a need to investigate. Christian Brothers University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Christian Brothers University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Christian Brothers University to discuss and/or provide supportive measures.]

\*\*3) Report using the sexual harassment hot-line on campus 901-321-3548.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Christian Brothers University investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Christian Brothers University) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that Christian Brothers University investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

**8. Supportive Measures**

Christian Brothers University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Christian Brothers University's education program or activity, including measures designed to protect the safety of all parties or Christian Brothers University's educational environment, and/or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Christian Brothers University will inform the Complainant, in writing, that they may file a formal complaint with Christian Brothers University either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Christian Brothers University will maintain the privacy of the supportive measures, provided that privacy does not impair Christian Brothers University's ability to provide the supportive measures. Christian Brothers University will act to ensure as minimal an academic/occupational impact on the parties as possible.

Christian Brothers University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- **\*\*[Referral to the Employee Assistance Program]**
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## **9. Emergency Removal**

Christian Brothers University can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator in conjunction with the Behavioral Intervention Team (also known as BIT) using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to

determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

Christian Brothers University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

## **10. Promptness**

All allegations are acted upon promptly by Christian Brothers University once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Christian Brothers University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Christian Brothers University procedures will be delayed, Christian Brothers University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

## **11. Privacy**

Every effort is made by Christian Brothers University to preserve the privacy of reports. Christian Brothers University will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Christian Brothers University reserves the right to determine which Christian Brothers University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Division of Student Development & Campus Life, Christian Brothers University's Police, and the Behavioral Intervention/Threat Assessment Team.

Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Christian Brothers University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so. Confidentiality and mandated reporting are addressed more specifically below.

## **12. Jurisdiction of Christian Brothers University**

This policy applies to the education program and activities of Christian Brothers University, to conduct that takes place on the campus or on property owned or controlled by Christian Brothers University, at Christian Brothers



University-sponsored events, or in buildings owned or controlled by Christian Brothers University's recognized student organizations. The Respondent must be a member of Christian Brothers University's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Christian Brothers University's educational program. Christian Brothers University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Christian Brothers University interest.

Regardless of where the conduct occurred, Christian Brothers University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Christian Brothers University interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Christian Brothers University.

If the Respondent is unknown or is not a member of the Christian Brothers University community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of Christian Brothers University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Christian Brothers University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Christian Brothers University's property and/or events.

All vendors serving Christian Brothers University through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in an externship, study abroad program, or other environment external to Christian Brothers University where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

### **13. Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Christian Brothers University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the

rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Christian Brothers University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

#### **14. Online Sexual Harassment and/or Retaliation**

The policies of Christian Brothers University are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Christian Brothers University's education program and activities or use Christian Brothers University's networks, technology, or equipment.

Although Christian Brothers University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Christian Brothers University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Christian Brothers University community.

#### **15. Policy on Nondiscrimination**

Christian Brothers University prohibits discrimination and harassment of any type and affords equal opportunities to students, employees and applicants without regard to race, color, sex, sexual orientation, age, mental or physical disability, national origin, genetic information, or any other protected status, and any categories protected by state and local law in its educational programs or activities, including employment and admissions.

#### **16. Definition of Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State/Commonwealth/District of Tennessee regard Sexual Harassment as an unlawful discriminatory practice.

Christian Brothers University has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of Christian Brothers University,
  - b. conditions the provision of an aid, benefit, or service of Christian Brothers University,
  - c. on an individual's participation in unwelcome sexual conduct.
  
- 2) Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and

- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to Christian Brothers University's educational program or activity.

3) Sexual assault, defined as:

a. Sex Offenses, Forcible:

- o Any sexual act directed against another person,
- o without the consent of the Complainant,
- o including instances in which the Complainant is incapable of giving consent.

b. Sex Offenses, Non-forcible:

- o Incest:
  - 1) Non-forcible sexual intercourse,
  - 2) between persons who are related to each other,
  - 3) within the degrees wherein marriage is prohibited by Tennessee State law.
- o Statutory Rape (Tennessee 39-13-506) :
  - (a) Mitigated statutory rape is the unlawful sexual penetration of a victim by the defendant, or of the defendant by the victim when the victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is at least four (4) but not more than five (5) years older than the victim.
  - (b) Statutory rape is the unlawful sexual penetration of a victim by the defendant or of the defendant by the victim when:
    - (1) The victim is at least thirteen (13) but less than fifteen (15) years of age and the defendant is at least four (4) years but less than ten (10) years older than the victim; or
    - (2) The victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is more than five (5) but less than ten (10) years older than the victim.
  - (c) Aggravated statutory rape is the unlawful sexual penetration of a victim by the defendant, or of the defendant by the victim when the victim is at least thirteen (13) but less than eighteen (18) years of age and the defendant is at least ten (10) years older than the victim.
  - (d)
    - (1) Mitigated statutory rape is a Class E felony.
    - (2)
      - (A) Statutory rape is a Class E felony.
      - (B) In addition to the punishment provided for a person who commits statutory rape for the first time, the trial judge may order, after taking into account the facts and circumstances surrounding the offense, including the offense for which the person was originally charged and whether the conviction was the result of a plea bargain agreement, that the person be required to register as a sexual offender pursuant to title 40, chapter 39, part 2.
    - (3) Aggravated statutory rape is a Class D felony.

4) Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of

such abuse.

iii. Dating violence does not include acts covered under the definition of domestic violence.

- 5) Domestic Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of [insert your state here], or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of [insert your state here].

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- 6) Stalking, defined as:
- a. engaging in a course of conduct,
  - b. on the basis of sex,
  - c. directed at a specific person, that
    - i. would cause a reasonable person to fear for the person's safety, or
    - ii. the safety of others; or
    - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Christian Brothers University reserves the right to impose any level of sanction, ranging from a warning up to and including suspension or expulsion/termination, for any offense under this policy.

### **c. Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to

go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonable and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Christian Brothers University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Christian Brothers University’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

## **Consent under Tennessee Criminal Law**

*The definition of Consent for the purposes of criminal law in the State of Tennessee:*

In Tennessee, with respect to most criminal offenses relating to sexual activity, sexual activity is criminal if: (1) the activity was accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the activity that the victim did not consent; (2) force or coercion is used to accomplish the activity; (3) the defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless; or (4) the sexual activity is accomplished by fraud.

“Consent” is not explicitly defined in Tennessee statutory law, for purposes of criminal offenses relating to sexual activity.

“Coercion” means a threat of kidnapping, extortion, force, or violence to be performed immediately or in the future. (Tennessee Code Annotated § 39-13-501(1))

“Mentally defective” means that a person suffers from a mental disease or defect which renders that person temporarily or permanently incapable of appraising the nature of the person's conduct. (Tennessee Code Annotated § 39-13-501(3))

“Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling the person's conduct due to the influence of a narcotic, anesthetic or other substance administered to that person without the person's consent, or due to any other act committed upon that person without the person's consent. (Tennessee Code Annotated § 39-13-501(4))

“Physically helpless” means that a person is unconscious, asleep or for any other reason physically or verbally unable to communicate unwillingness to do an act. (Tennessee Code Annotated § 39-13-501(5))

With respect to criminal offenses relating to sexual activity with a person under the age of eighteen (18) years of age, consent is irrelevant because Tennessee law deems a minor as incapable of consenting to sexual activity. However, Tennessee law provides a close-in-age exception to that general rule that allows minors who are at least the age of thirteen (13) and less than the age of eighteen (18) to give Consent to sexual acts with another person who is less than four (4) years older than the minor.

## **17. Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Christian Brothers University will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Christian Brothers University and any member of Christian Brothers University's community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Christian Brothers University vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.



Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## **18. Mandated Reporting**

All Christian Brothers University employees (faculty, staff, and administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Christian Brothers University for a Complainant or third-party (including parents/guardians when appropriate):

### **a. Confidential Resources**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus staff of The Counseling Center (available to students only)
- Off-campus (available to students and employees at own expense):
  - Licensed professional counselors and other medical providers
  - the Shelby County Crime Victims & Rape Crisis Center
  - the Crisis Center, 24-hour telephone service
  - Clergy/Chaplains
  - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Counseling Center employees who receive reports within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

### **b. Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by Christian Brothers University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits Christian Brothers University's ability to investigate, respond, and

provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator.

### **c. Mandated Reporters and Formal Notice/Complaints**

All employees of Christian Brothers University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Christian Brothers University.

Supportive measures may be offered as the result of such disclosures without formal Christian Brothers University action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Christian Brothers University policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the Christian Brothers University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

### **19. When a Complainant Does Not Wish to Proceed**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Christian Brothers University proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Christian Brothers University to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Christian Brothers University may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Christian Brothers University's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Christian Brothers University proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Christian Brothers University's ability to remedy and respond to notice may be limited if the Complainant does not want Christian Brothers University to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Christian Brothers University's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Christian Brothers University to honor that request, Christian Brothers University will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Christian Brothers University, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

## **20. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Christian Brothers University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Christian Brothers University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## **21. False Allegations and Evidence**

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Christian Brothers University's policy.

## **22. Amnesty for Complainants and Witnesses**

Christian Brothers University's community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Christian Brothers University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may

hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Christian Brothers University community that Complainants choose to report misconduct to Christian Brothers University officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Christian Brothers University maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

**Students:** Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to the [Campus Police]).

Christian Brothers University maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, Christian Brothers University may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

**Employees:** Sometimes, employees are hesitant to report sexual harassment or retaliation they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Christian Brothers University officials.

Christian Brothers University may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

### **23. Federal Statistical Reporting Obligations**

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with CBU Campus Police & Safety regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, [campus law enforcement/public safety/security], local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

## **INTERIM RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON SEXUAL HARASSMENT (KNOWN AS PROCESS "A")**

### **1. Overview**

Christian Brothers University will act on any formal or informal notice/complaint of violation of the Policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply to all allegations of sexual harassment or retaliation involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. Although the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

### **2. Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Christian Brothers University needs to take.

The Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
- 2) An informal resolution (upon submission of a formal complaint); and/or
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

Christian Brothers University uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, Christian Brothers University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

### **3. Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the

complaint is suitable for informal resolution, [which informal mechanism may serve the situation best or is available] and may seek to determine if the Respondent is also willing to engage in informal resolution.

O If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:

- If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
  - an incident, and/or
  - a pattern of alleged misconduct, and/or
  - a culture/climate concern, based on the nature of the complaint.
- If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply and refers the matter for resolution under Process B. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit Christian Brothers University’s authority to address a complaint with an appropriate process and remedies.

#### **a. Violence Risk Assessment**

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Behavioral Intervention Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Recipient about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other Behavioral Intervention Team (BIT)/CARE team members.

A VRA authorized by the Title IX Coordinator should occur in collaboration with the BIT/CARE or threat assessment team. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

#### **b. Dismissal (Mandatory and Discretionary)**



Christian Brothers University must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by Christian Brothers University (including buildings or property controlled by recognized student organizations), and/or Christian Brothers University does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Christian Brothers University.

Christian Brothers University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the Christian Brothers University; or
- 3) Specific circumstances prevent Christian Brothers University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Christian Brothers University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **4. Counterclaims**

Christian Brothers University is obligated to ensure that the grievance process is not abused for retaliatory purposes. Christian Brothers University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

#### **5. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

Christian Brothers University may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be

granted equitably to all parties.

#### **a. Who Can Serve as an Advisor**

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Christian Brothers University community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Christian Brothers University, the Advisor will be trained by Christian Brothers University and be familiar with Christian Brothers University's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Christian Brothers University, the Advisor may not have been trained by Christian Brothers University and may not be familiar with Christian Brothers University policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

#### **b. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Christian Brothers University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Christian Brothers University is not obligated to provide an attorney.

#### **c. Advisors in Hearings/ Christian Brothers University-Appointed Advisor**

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Christian Brothers University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, Christian Brothers University will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

#### **d. Advisor's Role in Meetings and Interviews**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Christian Brothers University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Christian Brothers University is not obligated to provide an attorney.

#### **e. Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Christian

Brothers University's policies and procedures.

#### **f. Advisor Violations of Christian Brothers University Policy**

All Advisors are subject to the same Christian Brothers University policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Christian Brothers University officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

#### **g. Sharing Information with the Advisor**

Christian Brothers University expects that the parties may wish to have Christian Brothers University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Christian Brothers University also provides a consent form that authorizes Christian Brothers University to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Christian Brothers University is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Christian Brothers University will not comply with that request.

#### **h. Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Christian Brothers University. Christian Brothers University may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Christian Brothers University's privacy expectations.

#### **i. Expectations of an Advisor**

Christian Brothers University generally expects an Advisor to adjust their schedule to allow them to attend Christian Brothers University meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Christian Brothers University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### **j. Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

#### **k. Assistance in Securing an Advisor**

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.
- The Time's Up Legal Defense Fund: (<https://nwlc.org/times-up-legal-defense-fund/>)

### **6. Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Christian Brothers University policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Christian Brothers University encourages parties to discuss any sharing of information with their Advisors before doing so.

#### **a. Informal Resolution**

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, [including mediation, restorative practices, etc.], usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Christian Brothers University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Christian Brothers University.

Christian Brothers University will obtain voluntary, written confirmation that all parties wish to resolve the matter

through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### **b. Alternate Resolution Mechanism**

Alternate Resolution is an informal mechanism, including mediation or restorative practices, etc. by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

### **c. Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Christian Brothers University are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Christian Brothers University policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate Christian Brothers University administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

### **d. Negotiated Resolution**

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Christian Brothers University. Negotiated Resolutions are not

appealable.

## **7. Grievance Process Pool**

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

The list of Pool members and a description of the Pool can be found at [www.cbu.edu/Pool](http://www.cbu.edu/Pool).

### **a. Pool Member Roles**

Members of the Pool are trained annually, and can serve in in the following roles, at the direction of the Title IX Coordinator and Pool member’s consent:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve as a Panelist regarding the complaint
- To serve as an Appeal Decision-maker

### **b. Pool Member Appointment**

The Title IX Coordinator confirms voluntarily membership in the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, Christian Brothers University can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

### **c. Pool Member Training**

The Pool members receive annual training jointly OR based on their respective roles. This training includes, but is not limited to:

- The scope of Christian Brothers University’s Sexual Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Christian Brothers University with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudice of the facts at issue, conflicts of interest, and

- bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, intake personnel, Advisors (who are Christian Brothers University employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here: [insert link].\*\*

#### **d. Pool Membership**

The Pool includes:

- 6 or more members of the faculty, with at least one from each school
- 6 or more administrators/staff members

Pool members are usually appointed to three-year terms. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

### **8. Formal Grievance Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Christian Brothers University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Christian Brothers University’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Christian Brothers University’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the Christian Brothers University’s VAWA Letter,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official Christian Brothers University records, or emailed to the parties' Christian Brothers University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

### **9. Resolution Timeline**

Christian Brothers University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **10. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Title IX Coordinator confirms a Deputy Title IX Coordinator to conduct the investigation (sometimes using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

### **11. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Vice President for Student Development and Campus Life.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Christian Brothers University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

### **12. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Christian Brothers University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

### **13. Delays in the Investigation Process and Interactions with Law Enforcement**

Christian Brothers University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses,



and/or accommodations for disabilities or health conditions.

Christian Brothers University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Christian Brothers University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Christian Brothers University will implement supportive measures as deemed appropriate.

Christian Brothers University action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### **14. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included

- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Christian Brothers University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- [The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback]
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

## **15. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Christian Brothers University are expected to cooperate with and participate in Christian Brothers University's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Christian Brothers University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

## **16. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

## **17. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

## **18. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select Decision-makers from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-makers depending on the context and nature of the alleged misconduct.

## **19. Hearing Decision-maker Composition**

Christian Brothers University will designate a three-member panel from the Pool, at the discretion of the Title IX Coordinator. One of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-makers will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

## **20. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-makers determine is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Christian Brothers University uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-makers render a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

## **21. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of

the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and Christian Brothers University will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Christian Brothers University and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

## **22. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

### **23. Pre-Hearing Preparation**

The Chair or hearing facilitator after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

### **24. Pre-Hearing Meetings**

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.

The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will be recorded.

### **25. Hearing Procedures**

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator (may be the Title IX Coordinator), the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-makers and the parties and will then be excused.

## **26. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

## **27. The Order of the Hearing – Introductions and Explanation of Procedure**

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-makers on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The Chair then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by the Title IX Coordinator or a facilitator designated by the Coordinator. The facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

## **28. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-makers and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-makers should ask the Investigators their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

## **29. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during

questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

### **30. Refusal to Submit to Cross-Examination and Inferences**

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-makers may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-makers must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. Similarly, statements can be relied upon when questions are posed by the Decision-makers, as distinguished from questions posed by Advisors through cross-examination.

The Decision-makers may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-makers may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the Christian Brothers University's established rules of decorum for the hearing, Christian Brothers University may require the party to use a different Advisor. If a Christian Brothers University-provided Advisor refuses to comply with the rules of decorum, Christian Brothers University may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

### **31. Recording Hearings**

Hearings (but not deliberations) are recorded by Christian Brothers University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-makers, the parties, their Advisors, and appropriate administrators of Christian Brothers University will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **32. Deliberation, Decision-making, and Standard of Proof**

The Decision-makers will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-makers may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-makers may – at their discretion – consider the statements, but they are not binding.

The Decision-makers will review the statements and any pertinent conduct history provided by the Title IX Coordinator and will determine the appropriate sanction(s).

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions.

This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

### **33. Notice of Outcome**

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome, which may be reviewed by legal counsel. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Decision-makers' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Christian Brothers University records, or emailed to the parties' Christian Brothers University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Christian Brothers University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Christian Brothers University is permitted to share such information under state or federal law; any sanctions issued which Christian Brothers University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Christian Brothers University's educational or employment program or activity, to the extent Christian Brothers University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Christian Brothers University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **34. Statement of the Rights of the Parties (see Appendix A)**



## **35. Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

### **a. Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination :

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Christian Brothers University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either Christian Brothers University-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Christian Brothers University. Transcript will be noted: "Non-academic suspension. Eligible for readmission after [designated time]."
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Christian Brothers University-sponsored events. This sanction will be noted permanently as a "Non-academic dismissal, ineligible for readmission" on the student's official transcript.
- **Withholding Diploma:** Christian Brothers University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** Christian Brothers University reserves the right to revoke a degree previously awarded from Christian Brothers University for fraud, misrepresentation, and/or other violation of Christian Brothers University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including Christian Brothers University registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Christian Brothers University may assign any other sanctions as deemed appropriate.

### **b. Employee Sanctions/Responsive Actions**

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- Warning – Verbal or Written

- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of tenure track progress
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, Christian Brothers University may assign any other responsive actions as deemed appropriate.

### **36. Withdrawal or Resignation While Charges Pending**

a. Students: If a student has an allegation pending for violation of the Policy, Christian Brothers University may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Christian Brothers University, the resolution process ends, as Christian Brothers University no longer has disciplinary jurisdiction over the withdrawn student.

However, Christian Brothers University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Christian Brothers University. Such exclusion applies to all campuses of Christian Brothers University. A hold will be placed on their ability to be readmitted. They may also be barred from Christian Brothers University's property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Christian Brothers University unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Christian Brothers University no longer has disciplinary jurisdiction over the resigned employee.

However, Christian Brothers University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Christian Brothers University or any campus of Christian Brothers University, and the records retained by the Title IX Coordinator and the Human Resources office will reflect that status.

### **37. Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.

The Title IX Coordinator will designate a single Appeal officer to consider the appeal. The Appeal officer will not have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal officer for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### **a. Grounds for Appeal**

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision in no more than 5 business days, barring exigent circumstances. The Appeals officer will apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Christian Brothers University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Christian Brothers University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Christian Brothers University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures

may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Christian Brothers University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

### **c. Appeal Considerations**

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for the Appeal officer to substitute their judgment for that of the original Decision-makers merely because they disagree with the finding and/or sanction(s).
- The Appeal officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-makers for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-makers (as in cases of bias), the appeal may order a new hearing with a new Decision-makers.
- The results of a remand to the Decision-makers cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Christian Brothers University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **38. Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by Christian Brothers

University to the Respondent to ensure no effective denial of educational access. Christian Brothers University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Christian Brothers University's ability to provide these services.

### **39. Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-makers (including the Appeal officer).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Christian Brothers University and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **40. Recordkeeping**

Christian Brothers University will maintain for a period of [at least] seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Christian Brothers University's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Christian Brothers University will make these training materials publicly available on Christian Brothers University's website; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to Christian Brothers University's education program or activity; and
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Christian Brothers University will also maintain any and all records in accordance with state and federal laws.

### **41. Disabilities Accommodations in the Resolution Process**

Christian Brothers University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the Christian Brothers University's resolution process.

Anyone needing such accommodations or support should contact the Disability Services Coordinator, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

### **42. Revision of this Policy and Procedures**

This Policy and procedures supersede any previous policy addressing harassment, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Christian Brothers University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not

materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective AUGUST 14, 2020.

ATIXA 2020 INTERIM MODEL SEXUAL HARASSMENT POLICIES AND PROCEDURES  
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED  
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## **APPENDIX A: STATEMENT OF RIGHTS OF THE PARTIES**

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Christian Brothers University officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Christian Brothers University officials.
- The right to have Christian Brothers University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Christian Brothers University officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
- The right to be informed by Christian Brothers University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Christian Brothers University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Christian Brothers University law enforcement and/or other Christian Brothers University officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; [legal,] student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a Christian Brothers University-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating an on-campus student's housing to a different on-campus location
  - Assistance from Christian Brothers University staff in completing the relocation
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)

- o Transportation accommodations
  - o Visa/immigration assistance
  - o Arranging to dissolve a housing contract and a pro-rated refund
  - o Exam, paper, and/or assignment rescheduling or adjustment
  - o Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - o Transferring class sections
  - o Temporary withdrawal/leave of absence (may be retroactive)
  - o Campus safety escorts
  - o Alternative course completion options.
- The right to have Christian Brothers University maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Christian Brothers University's ability to provide the supportive measures.
  - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
  - The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
  - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
  - The right not to have irrelevant prior sexual history or character admitted as evidence.
  - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
  - The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
  - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
  - The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
  - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
  - The right to regular updates on the status of the investigation and/or resolution.
  - The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received [at least eight hours of] relevant annual training.
  - The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
  - The right to preservation of privacy, to the extent possible and permitted by law.
  - The right to meetings, interviews, and/or hearings that are closed to the public.



- The right to petition that any Christian Brothers University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to have the Christian Brothers University compel the participation of faculty and staff witnesses.
- The right to the use of the preponderance of the evidence standard to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by Christian Brothers University is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Christian Brothers University.
- The right to a fundamentally fair resolution as defined in these procedures.

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.

## 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 Development and Campus 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](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, 2020 – DECEMBER 31, 2020

	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	1
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Burglary	0	0	0	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	0	0	0	0
Drug Law Arrests	1	1	0	0
Drug Violations Referred for Disciplinary Referral	1	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.

**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 categories.

## HATE CRIMES: JANUARY 1, 2020 – DECEMBER 31, 2020

	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, 2019 – DECEMBER 31, 2019

	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	0	0	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	16	16	0	0
Drug Law Arrests	0	0	0	0
Drug Violations Referred for Disciplinary Referral	2	2	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	1	1	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.

**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 categories.

## HATE CRIMES: JANUARY 1, 2019 – DECEMBER 31, 2019

	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, 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

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**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.

## **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 - 2020

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
<b>Homicide Offenses (Total)</b>	0	0.0	0	0.0
Murder	0	0.0	0	0.0
Negligent Manslaughter	0	0.0	0	0.0
Negligent Vehicular Manslaughter	0	0.0	0	0.0
<b>Kidnapping/Abduction</b>	0	0.0	0	0.0
<b>Sex Offenses (Forcible) (Total)</b>	0	0.0	0	0.0
Forcible Rape	0	0.0	0	0.0
Forcible Sodomy	0	0.0	0	0.0
Sexual Assault W/Object	0	0.0	0	0.0
Forcible Fondling	0	0.0	0	0.0
<b>Robbery</b>	0	0.0	0	0.0
<b>Assault Offenses (Total)</b>	0	0.0	0	0.0
Aggravated Assault	0	0.0	0	0.0
Simple Assault	0	0.0	0	0.0
Intimidation	0	0.0	0	0.0
Stalking	0	0.0	0	0.0
<b>Arson</b>	0	0.0	0	0.0
<b>Extortion/Blackmail</b>	0	0.0	0	0.0
<b>Burglary</b>	0	0.0	0	0.0
<b>Larceny/Theft Offenses (Total)</b>	7	2.7	0	0.0
Theft - Pocket-picking	0	0.0	0	0.0
Theft - Purse Snatching	0	0.0	0	0.0
Theft - Shoplifting	0	0.0	0	0.0
Theft From Building	2	0.8	0	0.0
Theft From Coin Machine	0	0.0	0	0.0
Theft From Motor Vehicle	0	0.0	0	0.0
Theft of Motor Vehicle Parts	0	0.0	0	0.0
Theft - All Other Larceny	5	1.9	0	0.0
<b>Motor Vehicle Theft</b>	0	0.0	0	0.0
<b>Counterfeiting/Forgery</b>	0	0.0	0	0.0
<b>Fraud Offenses (Total)</b>	0	0.0	0	0.0
Fraud - Computer Hacking/Invasion	0	0.0	0	0.0
Fraud - Credit Card/ATM	0	0.0	0	0.0
Fraud - False Pretenses	0	0.0	0	0.0
Fraud - Identity Theft	0	0.0	0	0.0
Fraud - Impersonation	0	0.0	0	0.0
Fraud - Welfare	0	0.0	0	0.0
Fraud - Wire	0	0.0	0	0.0
<b>Embezzlement</b>	0	0.0	0	0.0
<b>Stolen Property Offenses</b>	0	0.0	0	0.0
<b>Destruction/Damage/Vandalism</b>	0	0.0	0	0.0
<b>Drug/Narcotic Violations (Total)</b>	1	0.4	0	0.0
Drug/Narcotic Violations	1	0.4	0	0.0
Drug/Narcotic Equipment Violations	0	0.0	0	0.0

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
<b>Sex Offenses (Nonforcible) (Total)</b>	0	0.0	0	0.0
Incest	0	0.0	0	0.0
Statutory Rape	0	0.0	0	0.0
<b>Pornography/Obscene Material</b>	0	0.0	0	0.0
<b>Gambling Offenses (Total)</b>	0	0.0	0	0.0
Gambling - Betting/Wagering	0	0.0	0	0.0
Gambling - Operating/Promoting	0	0.0	0	0.0
Gambling - Equipment Violations	0	0.0	0	0.0
Gambling - Sports Tampering	0	0.0	0	0.0
<b>Prostitution Offenses (Total)</b>	0	0.0	0	0.0
Prostitution	0	0.0	0	0.0
Prostitution Assisting/Promoting	0	0.0	0	0.0
Purchasing Prostitution	0	0.0	0	0.0
<b>Human Trafficking Offenses (Total)</b>	0	0.0	0	0.0
Commercial Sex Acts	0	0.0	0	0.0
Involuntary Servitude	0	0.0	0	0.0
<b>Bribery</b>	0	0.0	0	0.0
<b>Weapon Law Violations</b>	0	0.0	0	0.0
<b>Animal Cruelty</b>	0	0.0	0	0.0

GROUP B OFFENSES	Offenses	Rate per 1,000
Bad Checks	0	0.0
Curfew/Vagrancy	0	0.0
Disorderly Conduct	0	0.0
DUI	0	0.0
Drunkenness	0	0.0
Family-Non Violent	0	0.0
Liquor Law Violations	0	0.0
Peeping Tom	0	0.0
Trespass	0	0.0
All Other Offenses	0	0.0
<b>2020 Fall Term Campus Population</b>		
Undergraduate Enrollment		1,746
Graduate Enrollment		410
Staff Personnel		102
Faculty Personnel		297
Security Personnel		19
<b>Total Campus Population</b>		<b>2,574</b>



## FIRE SAFETY REPORTING 2021 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
<b>2 FIRE DRILLS ARE PREFORMED AT ALL RESIDENTIAL FACILITIES ANNUALLY</b>					

### 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, able 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:

<b>Academic &amp; Administrative Buildings</b>	<b>Staging Area</b>
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

<b>Residence Halls</b>	<b>Staging Area</b>
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.

2018					2019					2020				
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	1	0	\$100	space heater at Avery Apt	0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$		0	0	0	\$		0	0	0	\$ -		0
0	0	\$		0	0	0	\$		0	0	0	\$ -		0
0	0	\$		0	0	0	\$0		0	0	0	\$0		0
0	0	\$		0	0	0	\$0.00		0	0	0	\$0		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 Music	3431
Alumni Office	3275	Department Personnel	3390
Archives	3243	Printing Services Psychology	3307
Athletics	3370	Lab	3394
Bookstore	3545	Public Relations	3245
Brothers' Residence	3515	Registrar & Records	3273
Brothers' Residence Kitchen	3516	School of Arts	3889
Business Office	3380	School of Business	3335
Cafeteria	3560/61	School of Engineering School	3315
Campus Ministry	3509/3528	of Science	3405
Campus Safety	3550	Snack Bar	3445
Career Center	3330	Student Activities	3561
Communications and Marketing	3273	Student Dev. & Campus Life	3529
Computer Center	3475	andLife	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.....	<b>911</b>
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