

# CAMPUS WATCH

LIPSCOMB UNIVERSITY SECURITY AND SAFETY

[www.lipscomb.edu/safety](http://www.lipscomb.edu/safety)



**ANNUAL SAFETY AND FIRE REPORT**

On behalf of everyone in Lipscomb Security and Safety, we would like to thank you for considering and/or choosing Lipscomb University. As a department, the safety of our campus community is our number one priority. This Annual Security Report provides valuable information to the members of the Lipscomb community, potential students, and parents, with regard to safety measures in place and programs available to increase overall safety, as well as information on crimes reported on campus.

This report, published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, compiles information from crimes reported to Lipscomb Security and Safety, the Metropolitan Nashville Police Department, and other responsible parties and departments on campus known as Campus Security Authorities. By gathering information from these varied sources, we are able to provide a more complete picture of the overall security at Lipscomb.

We encourage everyone to read through this report thoroughly, and we welcome your feedback. Both as a department and university, we recognize that each member of the Lipscomb community plays a vital role in its overall safety and security. As each member embraces the significance of his or her role, we become safer as a community.

Information contained in this report is designed to provide ways that each of us can proactively play our part, as well as to provide resources both on and off campus to assist you here at Lipscomb and in the future. The safety tips and suggestions offered in this report, as well as the educational programs available, are tailored to be useful in all aspects of your daily life. We strongly encourage everyone to avail themselves of both the educational opportunities and the resources at your disposal.

Again, thank you for being a part of the Lipscomb family. As a department, we want you know that we are here for you and are committed to providing you the best possible experience at Lipscomb. We encourage you to contact us at any time so that we may be of assistance. We both seek and welcome your reporting any safety concerns to us.

**Patrick Cameron**  
*Assistant Director - Security*



*We have faith in your future.*

**Lipscomb University**  
**Annual Security Report**  
**2018**

**Introduction:**

Lipscomb University (“Lipscomb” or the “University”) is committed to providing and maintaining a safe and secure environment for the entire Lipscomb community. In order to accomplish this mission, the cooperation and assistance of all Lipscomb students, faculty and staff is needed.

This Annual Security Report is published by Lipscomb’s Office of Security and Safety (“Lipscomb Security and Safety”) in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”). By reporting crimes accurately and promptly, members of the Lipscomb community are assisting their fellow community members in making informed decisions on personal safety and property protection. This Annual Security Report presents statistics of crimes reported to Lipscomb Security and Safety and other persons in responsible positions across campus for the previous calendar year.

**Premises:**

The Lipscomb campus is private property. The main campus consists of approximately 65 acres located approximately five miles south of downtown Nashville at One University Park Drive, Nashville, Tennessee. Lipscomb’s main campus has a total population of approximately 5,700 students, faculty and staff. Of this number, over 4,600 are undergraduate or graduate students, including over 1,450 campus residents. Lipscomb employs approximately 1,150 people, which includes all full and part-time faculty and staff. Access to the Lipscomb campus is generally unrestricted for Lipscomb students, faculty, staff, their guests and others with legitimate reasons to be on the property. Campus residence halls are, however, restricted to occupants and their authorized guests.

Lipscomb’s campus includes leased office spaces located at 3252 Aspen Grove Drive, Suite #9, Franklin, Tennessee, and at 147 4<sup>th</sup> Avenue North, Nashville, which are used for, among other things, certain evening classes. Lipscomb leases certain space for study abroad programs in London, England and Santiago, Chile, and also leases certain space in Florence, Italy for a study abroad program that began in 2016. Lipscomb also utilizes certain space for a study abroad program in Vienna, Austria.

Lipscomb Security and Safety officers routinely patrol campus grounds and buildings via foot patrol, golf cart or marked vehicles providing officers with quick and easy access to campus facilities. The campus is well lit at night, and buildings and classrooms are locked based on a daily schedule. Security and Safety officers conduct building checks on a regular basis. Access control systems are utilized in Lipscomb residence halls as well as various other buildings across campus. Emergency telephones are strategically located throughout the campus. Persons deemed without legitimate reasons to be on campus are considered to be trespassers and are reported to local law enforcement for arrest if they do not leave when properly requested to do so.

All members of the Lipscomb community are encouraged to report to Lipscomb’s Service Operations Department or Lipscomb Security and Safety any conditions of University facilities or grounds that, if not addressed, could compromise the security or safety of the Lipscomb community. Needed repairs are prioritized and completed according to the level of risk to people and property.

**Lipscomb Security and Safety:**

Lipscomb Security and Safety strives to create and maintain a safe and secure environment for the entire Lipscomb community. Located in the basement of Elam Hall (currently being remodeled and temporarily located in the basement of Beaman Library), Lipscomb Security and Safety has officers on duty 24 hours a day, 7 days week, 365 days a year. Officers are available to respond immediately to emergency situations and/or reports of criminal activities and to provide security to the campus. An on-campus extension (7600) is available to the Lipscomb community for reporting any emergency situation.

Lipscomb Security and Safety, under the charge of the Senior Vice President of Student Life, consists of a staff of approximately 21 people who meet the needs of patrolling, communications, crime prevention, traffic/parking, and investigations related to the safety and security needs of the Lipscomb community. The staff is comprised of qualified personnel, many of whom have college degrees, prior law enforcement experience or military backgrounds in addition to the personal skills and talents which aid in their work as Lipscomb Security and Safety officers. Lipscomb Security and Safety has approximately 16 uniformed officers who attend in-service training, as well as regular recertification training in CPR and first aid. All security officers are registered with the State of Tennessee as either armed or unarmed security officers. Lipscomb Security and Safety uses a combination of both armed and unarmed uniformed officers to accomplish its duties.

The Lipscomb community is encouraged to report all campus crimes to Lipscomb Security and Safety immediately. Lipscomb Security and Safety officers observe and report violations of laws and University policy and coordinate enforcement of those laws and policies with other campus, local, state and federal authorities. Lipscomb Security and Safety conducts a preliminary investigation of any reported incident and refers it to the appropriate law enforcement agency, when necessary or mandated. Lipscomb Security and Safety meets regularly with both the Metro Police Department and other University security departments in the Middle Tennessee area.

Lipscomb Security and Safety does allow victims and/or witnesses to report crimes on a voluntary, confidential basis. However, the caller ID available on all Lipscomb Security and Safety phones does not allow for complete anonymity. Victims or witnesses may contact Nashville Crime Stoppers at (615) 74-CRIME (615-742-7463) to report crimes anonymously.

All appropriate violations of state or federal criminal law that come to the attention of Lipscomb Security and Safety are reported in a timely manner to the appropriate law enforcement agency for investigation and disposition. Individuals may report incidents directly to the appropriate government agency, but Lipscomb encourages that all crimes occurring on campus or involving students be reported to Lipscomb Security and Safety. Lipscomb Security and Safety responds to crime at Lipscomb in much the same way as an urban law enforcement agency would respond; however, because they serve as security officers and not police officers, Lipscomb Security and Safety officers do not have the legal authority to arrest, except that right which is granted to every private citizen.

Lipscomb Security and Safety has available many sources of information on crime prevention and personal safety. A public crime log is available in the Lipscomb Security and Safety office providing statistical reports of all campus crimes. Security alerts are sent via text message, email and other communication channels when immediate notification of a crime is necessary.

Lipscomb Security and Safety offers Rape, Aggression and Defense training as well as other safety and security classes upon request.

**Sex offender registry:**

In connection with the Campus Sex Crimes Prevention Act, the State of Tennessee has enacted the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004, which authorizes the Tennessee Bureau of Investigation ("TBI") to release certain sex offender information to the public.

The TBI maintains the Sex Offender Registry, a central information and registration system of sexual offenders located in Tennessee. Information concerning registered sexual offenders can be obtained from the TBI by calling 888-837-4170 between 8:30 a.m. and 4:30 p.m., Central, Monday through Friday (excluding holidays) or by visiting the TBI website at <https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registry-search.html>.

**Crime Statistics:**

The following statistics were compiled from reports of events that occurred on campus from January 1 through December 31 of each year indicated:

**Criminal Offenses:**

**On Campus**

| Offense                           | 2015 | 2016 | 2017 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 2    | 0    |
| Fondling                          | 0    | 1    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 1    |
| Aggravated assault                | 0    | 0    | 0    |
| Burglary                          | 2    | 3    | 1    |
| Motor vehicle theft               | 0    | 0    | 1    |
| Arson                             | 1    | 0    | 0    |
| Domestic Violence                 | 0    | 0    | 0    |
| Dating Violence                   | 0    | 1    | 0    |
| Stalking                          | 5    | 1    | 1    |

**On-campus Student Housing Facilities**

| Offense                           | 2015 | 2016 | 2017 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 0    | 0    |
| Fondling                          | 0    | 0    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated assault                | 0    | 0    | 0    |
| Burglary                          | 0    | 0    | 0    |
| Motor vehicle theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |
| Domestic Violence                 | 0    | 0    | 0    |
| Dating Violence                   | 0    | 0    | 0    |
| Stalking                          | 1    | 0    | 0    |

**Noncampus**

| Offense                           | 2015 | 2016 | 2017 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 0    | 0    |
| Fondling                          | 0    | 0    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated assault                | 0    | 1    | 0    |
| Burglary                          | 0    | 2    | 0    |
| Motor vehicle theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |
| Domestic Violence                 | 0    | 0    | 0    |
| Dating Violence                   | 1    | 0    | 0    |
| Stalking                          | 0    | 0    | 0    |

**Public Property**

| Offense                           | 2015 | 2016 | 2017 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 0    | 0    |
| Fondling                          | 0    | 0    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated assault                | 0    | 0    | 0    |
| Burglary                          | 0    | 0    | 0    |
| Motor vehicle theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |
| Domestic Violence                 | 0    | 0    | 0    |
| Dating Violence                   | 0    | 0    | 0    |
| Stalking                          | 0    | 0    | 0    |

**Arrests:**

**On Campus**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 2    | 2    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

**On-campus Student Housing Facilities**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 2    | 0    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

**Noncampus**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 0    | 0    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

**Public Property**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 0    | 0    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

**Disciplinary Actions:**

**On campus**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 3    | 0    | 0    |
| Liquor law violations               | 12   | 4    | 6    |

**On campus Student Housing Facilities**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 3    | 0    | 0    |
| Liquor law violations               | 12   | 4    | 6    |

**Noncampus**

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 3    | 2    | 2    |
| Liquor law violations               | 15   | 8    | 10   |

## Public Property

| Offense                             | 2015 | 2016 | 2017 |
|-------------------------------------|------|------|------|
| Weapons: carrying, possessing, etc. | 0    | 0    | 0    |
| Drug abuse violations               | 0    | 0    | 0    |
| Liquor law violations               | 0    | 0    | 0    |

## Jeanne Clery Act Definitions:

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Tennessee Incident-Based Reporting Definitions:

**Rape:** Carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification or any other reason, without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Consensual sexual intercourse with a person who is under the statutory age of consent.

## VAWA Definitions:

**Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or



family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Violence committed by a person: (A) who is or has been in a social a relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following facts: (i) the length of the relationship; (ii) the type of the relationship; (iii) the frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotion distress.

**Hate Crimes:**

A hate crime is defined as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of Clery, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Incidents that apply under any of the Clery categories above as well as thefts, assaults, intimidations, or vandalism shall be included. During the calendar years 2014, 2015, and 2016, no hate or bias crimes were reported on the Lipscomb campus, on non-campus buildings or properties, or on public property adjacent to campus.

**Unfounded Crimes:**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

| Unfounded Crimes | 2015 | 2016 | 2017 |
|------------------|------|------|------|
|                  | 0    | 0    | 0    |

**Campus Policies:**

**Timely Warnings:**

Lipscomb University provides "Timely Warnings" to faculty, staff and students when crimes occur on or near campus that pose a continuing threat to the Lipscomb community so that individuals may make informed decisions about their personal safety. The decision to issue a Timely Warning is made on a case by case basis given the available information at the time.

Factors for determining whether or not to issue a Timely Warning include:

- The nature of the crime or incident and whether it is a Clery reportable offense: Murder, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Manslaughter or Arson.
- Whether or not there is a continuing danger to the community.
- Proximity of the event to campus.
- Disposition of the offender: Identified or unidentified, at large or contained.
- Risk of compromising an ongoing investigation or law enforcement effort.

Should a Timely Warning be issued, as much as possible of the following information will be included:

- Date, time, location (general or specific).
- Event description summary.
- Suspect description and/or vehicle description.
- Any special instructions specific to the event.

Timely Warnings will be issued as soon as possible after the specific event. If the incident is a report delayed by the victim (more than 24 hours), then the time and date the victim reported the incident will be included in the report. This Timely Warning will not identify the victim by name or address and in those circumstances a more general description of the location may be used.

In addition to Timely Warnings, security notices may also be provided to the Lipscomb community if a pattern of repeated offenses that involve theft of or damage to property exists on or near campus. These notices would be intended to increase awareness and safety preparedness.

### **Crisis/Emergency Communication Procedures:**

Lipscomb's Office of Risk Management is the primary source for mass communication of campus emergencies to Lipscomb students, faculty and staff and Lipscomb's Department of University Communication and Marketing is responsible for coordinating with local media to further spread pertinent messages. Under the direction of the General Counsel, the Office of Risk Management partners in all emergency situations with Lipscomb Security and Safety as well as the Office of Student Life to provide targeted communication as needed to appropriate parties, including parents and families. In the event of an emergency, Lipscomb will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the appropriate notification, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

### **Procedure to Determine Emergency Notification:**

In the event of an emergency, the University's Incident Commander (or his or her designee), Director of Lipscomb Security and Safety and/or Director of Risk Management will determine a prompt and appropriate course of action. In addition to identifying the nature of the emergency, this team also determines which campus audiences need to be notified and the content of such notification. These determinations are made on a case-by-case basis depending on the circumstances involved and the severity of the incident. For example, it is generally Lipscomb's policy to activate the Text Alert System whenever a determined emergency:

- Appears to be an immediate credible threat to the health, safety or security of Lipscomb students, faculty or staff;
- Results in a disruption of normal campus operations (e.g., fire, criminal activity, tornado warning or other severe weather); or
- Attracts significant police or media presence, regardless of time or perceived severity, because such presence inevitably stirs concerns and can contribute to panic.

Text message alerts are generally used in conjunction with other communication channels for increased effectiveness. Text message alerts provide basic information and inform subscribers of how to respond to a particular situation. Other communication channels often include more information, as appropriate, with the goal to provide as much detail as possible to protect the health and welfare of the Lipscomb community, while not compromising response efforts or interfering with the responsibilities of the authorities in charge of the situation.

Lipscomb possesses access to a variety of tools to communicate emergency information to the Lipscomb community, and the University's Incident Commander (or his or her designee), General Counsel, Director of Lipscomb Security and Safety, and Director of Risk Management may implement different responses depending on the circumstances.

### **Communication Response Options/Process:**

Text alerts: Lipscomb uses its Bison Alert system to quickly notify a mass audience. Lipscomb's text message alert system, provided by E2Campus, is frequently promoted to all Lipscomb students, faculty and staff, particularly during orientation to campus.

Staff members in the Offices of Risk Management, Department of University Communication and Marketing and Lipscomb Security and Safety have the ability to access the text message alert system and distribute an appropriate

message. Sample messages covering a variety of emergency events — such as tornado warnings, fire or gunman on campus — have been created and added to the system for quick access.

Text messages will typically not be the sole method of communication, given the limitations of the technology and the possibility that wireless systems may be inoperable in a crisis.

**Email:** The Office of Risk Management, Department of University Communication and Marketing, and Lipscomb Security and Safety each have the capacity to email all students, faculty and staff in the event of a campus emergency. This communication channel may be used in conjunction with Bison Alerts to expand on details and to deliver further timely information as circumstances develop over the course of any emergency situation.

**Emergency outdoor warning system:** Lipscomb's emergency outdoor warning system is located at the Bennett Campus Center and serves both as an early warning system and a means of communication in an emergency. Both Lipscomb Security and Safety and the Office of Risk Management may activate the system as needed. Pre-programmed messages and tones are available, as well as live broadcast capabilities.

**Campus telephones:** University landline, voice-over telephones are equipped to broadcast emergency information.

**Additional communication channels:** Additional communication outlets that can be used as a supplement to texts and emails to inform the campus of emergency situations include:

- Campus announcement on Lipscomb's intranet website – MyLipscomb;
- Security vehicles equipped with loudspeakers that can target areas of campus;
- Lipscomb Facebook page/Lipscomb Twitter account;
- Headline on home page of website, [www.lipscomb.edu](http://www.lipscomb.edu);
- Door-to-door verbal communication by Residence Life and Lipscomb Security and Safety staff; and
- Local media outlets.

Together, these multiple channels for communication are intended to provide immediate transmission of specific information regarding an emergency to all affected areas of the campus in the quickest, most thorough form possible. The variety of methods used helps to ensure the greatest number of individuals will receive messages and also allows for targeted messaging in the event mass notification would compromise efforts to assist victims or otherwise mitigate the emergency. Information will be shared during the emergency situation, and many of these communication venues will also be used to provide information as needed throughout the duration of the emergency and as follow up after the crisis has been resolved.

### **Testing Procedures:**

Lipscomb tests its Bison Alert system every semester. The other communication channels referenced above are in regular use by Lipscomb for other campus messages and, therefore, are tested frequently.

### **Student Organizations:**

There are no off-campus student organizations recognized by the University. Activities sponsored by student organizations either on- or off-campus are governed by the Code of Conduct, as outlined in the Student Handbook.

### **Drug-Free Campus Policy:**

It is a violation of the Code of Conduct to possess or consume alcohol on campus or at any University-sponsored event. Further, the purchase, possession, use or sale of any illegal drugs or controlled substances is prohibited on or off campus. Violations of these policies will result in disciplinary action, as set forth in the Student Handbook. Violations of these standards of conduct may also result in criminal penalties under local, state or federal law. The University has drug and alcohol abuse education programs as required under Section 1213 of The Higher Education Act of 1965, superseded and amended by the Higher Education Opportunity Act of 2008, including:

- Alcohol awareness seminars conducted at least once per year;

- Drug and alcohol educational programs for students who violate Lipscomb's drug or alcohol policies; and
- Employee assistance programs for faculty and staff members.

Lipscomb University is committed to maintaining an alcohol and drug-free campus. While observance of state law is a fundamental requirement for our community, at Lipscomb we have higher expectations than mere compliance. Lipscomb University is dedicated to providing a safe campus that is alcohol, illegal substance, and tobacco free. The following guidelines present the University's expectations as they are described in the University's Alcohol and Drug Policy.

**Alcohol:**

- Alcohol possession and/or consumption is prohibited on campus
- Alcohol possession and/or consumption is prohibited for all traditional undergraduate students
- Providing alcohol to underage students or traditional undergraduate students or hosting events where underage drinking occurs is illegal and prohibited
- Alcohol possession and/or consumption is prohibited at any University-sponsored event
- Intoxication is prohibited for all members of the Lipscomb community on and off campus at all times
- In no case will other adult members of the Lipscomb community serve or consume alcohol in any situation in which traditional undergraduate members of the Lipscomb community are or are likely to be present

**Drugs:**

- The purchase, possession, use, or sale of any illegal drugs or controlled substances is prohibited on or off campus
- Students must not possess materials that may be considered drug paraphernalia
- Use of prescription drugs outside of their prescribed use is illegal and prohibited
- Students suspected of drug use may be asked to submit to testing. Refusal of or attempts to evade testing will be interpreted as evidence of drug use, and will result in disciplinary action
- Students who test positive for drug use will be responsible for the cost of the test

**Tobacco:**

- Use of tobacco products on campus is prohibited
- Tobacco products discovered in residence halls or other university buildings will be confiscated and disposed of

Offenses involving on-campus possession, use or distribution of alcoholic beverages, illegal drugs and controlled substances may be referred to the Metro Police Department for investigation and possible filing of applicable criminal charges.

**Reason for the Policy:**

The University has adopted this policy in support of its spiritual and educational mission and in compliance with the new Higher Education Act Sec. 120(a)(B)-(C); 34 C.F.R. § 86 of the Higher Education Opportunity Act Sec. 107.

**Applicability of the Policy:**

This policy applies to all Lipscomb University students.

**Definitions:**

1. Alcohol – Any beverage containing more than 0.5% ethyl alcohol by weight.
2. Illicit drug or Controlled substance – Controlled substances and analogs as defined by federal and state law.
3. Possession – Determined by control over a substance or object with or without regard to ownership.

**Procedures:**

All policies and regulations of the Student Handbook may apply to all students on or off campus and regardless of whether school is in session.

Violations of these university policies will be assessed to the full range of disciplinary responses. In cases where a student is under the age of 21, parents or guardians may be notified with respect to the final disciplinary responses.

**Possible Sanctions:**

Informal Actions (may/may not be accompanied by formal action)

- Probation to the Deans
- Loss of residence hall privileges
- Loss of rights and privileges to participate in student activities
- Loss of institutional aid

- Modification or suspension of housing arrangements
- Payment of fines, or monetary restitution
- Discretionary sanctions
- Denial of, or conditional, readmission

**Formal Actions:**

- Disciplinary Actions
- Deferred Suspension
- Suspension
- Dismissal

In keeping with the redemptive nature of the Lipscomb's disciplinary policy, students who come forward voluntarily confessing a violation of the university policies or an addictive lifestyle (such as illegal drugs and controlled substances or alcohol use or abuse) may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process.

The university upholds local, state and federal laws about the possession, use and distribution of alcohol, illegal drugs, and/or drug paraphernalia off campus as well.

**Criminal Sanctions:**

In compliance with the federal Drug-Free Communities Act, the following criminal sanctions are provided to help students understand the risks of substance consumption, possession, and distribution. The list may not be exhaustive; students are encouraged to engage in additional research as well as explore information about drinking laws.

The **Metropolitan Government of Nashville/Davidson County** prohibits the following acts and prescribes the corresponding penalties:

- It is unlawful to possess a hypodermic needle, syringe or other item used with an illicit drug or controlled substance that has traces of a controlled substance upon it.
- It is illegal to sell or give certain types of glue or plastic cement to anyone under 21 years of age. Being under the influence of one of these substances in public is also prohibited.
- It is unlawful for any person under the age of 19: a) to be present in an automobile on any public street when alcoholic beverages are being consumed in the automobile and b) to be present in any public park and be a companion of or otherwise associated with any person who is consuming alcoholic beverages who is not his or her parent or guardian or who has not secured written consent from the parent or guardian for the child to be present.
- It shall be a violation for any person, while on a public street or in a place generally open to the public (and not licensed for the on-premises consumption of alcoholic beverages) to have in their possession any alcoholic beverage for the purpose of consumption in a container unless the container is commercially sealed.

Each of these offenses is punishable by a fine up to \$500.

The **State of Tennessee** prohibits the following acts and prescribes the corresponding penalties:

- Persuading, enticing, or sending a person under 21 years of age to purchase alcoholic beverages or buying an alcoholic beverage for one under the age of 21 is punishable by up to 200 hours of community service and revocation of driving privileges.
- It is illegal to be intoxicated in public. Such behavior can result in up to 30 days in jail and/or a \$50 fine.
- Consuming or possessing alcohol on the premises of an elementary, junior high or high school is punishable by up to 30 days in jail and/or a \$50 fine.
- Driving under the influence of an alcoholic beverage or drug is punishable by a jail term of up to 7 days, up to a \$1500 fine and loss of driving privileges for one year for the first offence; a jail term of 11 months and 29 days, up to a \$3,500 fine and loss of driving privileges for two year for the second offense; and a jail term of 11 months 29 days, up to a \$10,000 fine and the loss of driving privileges for up to 10 years for the third offense. In addition, a court may order inpatient treatment at a drug and alcohol rehabilitation center.
- Killing another person while driving a vehicle under the influence of alcohol or drugs can result in up to a 30 year sentence, a fine of up to \$10,000 and the loss of one's license for up to 10 years.
- Being intoxicated and, as a result of intoxication, recklessly causing serious bodily injury to another while operating a motor vehicle is punishable by two to 12 years in prison, the loss of driving privileges for one year per offence with a maximum loss of 5 years and a fine up to \$5,000.
- Consuming or possessing in an open container any alcoholic beverage or beer while operating a motor vehicle may result a fine up to \$50.

- It is illegal to possess with the intent to manufacture, deliver or sell an illicit drug or controlled substance. Depending on the type of substance and its quantity, such fines will be at least \$5,000 but not more than \$250,000, is subject to a jail term of up to 11 months and 29 days and a \$2,500 fine.
- If two or more prior convictions are present, the possible sentence increases to six years in prison and a \$3,000 fine. In addition, a court may order enrollment in a drug offender school and/or community service at a drug treatment facility.
- The casual exchange of even small amounts of an illicit drug or controlled substance with a minor can result in a penalty of up to life in prison and a \$500,000 fine.
- Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a jail term of 11 months and 29 days to six years and a fine of up to \$3,000.
- It is illegal to sell or buy any item that is represented to be an illicit drug or controlled substance. Such an act is punishable by up to six years in prison and a \$3,000 fine.
- It is illegal to sell, deliver or possess the seeds of jimsonweed on the premises of any elementary, junior high or high school. The penalty for such an act is 11 months and 29 days in jail and/or a fine up to \$2,500.
- It is unlawful to possess with the intent to manufacture or deliver an anabolic steroid. This act is punishable by two to 12 years in prison and a fine of up to \$50,000.

In addition to the state and local statutes, a number of controlled substances are illegal under federal law as defined in Title 21 of the US Code. These statutes and the corresponding penalties can be found at <https://www.deadiversion.usdoj.gov/21cfr/21usc/> . A violation of any law regarding drugs or alcohol is also a violation of the University's Student Code of Conduct and will be treated as a separate disciplinary matter by the University.

## **Health Risks:**

### **Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including relationship problems. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses or low doses combined with other prescription medication (such as Adderall), cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may permanently damage vital organs such as the brain and liver. Mothers who drink while pregnant may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Anabolic Steroids**

Anabolic steroids are powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids may be taken orally or injected. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging in severity from liver cancer and sterility to acne. Psychological effects include very aggressive behavior, known as "roid rage," and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include quick weight and muscle gains; behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; darkening of the skin; and persistent, unpleasant breath odor.

### **Cannabis/Marijuana**

All forms of cannabis have negative physical and mental effects. Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce depression, paranoia and psychosis. Long-term users may develop dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

### **Cocaine**

Cocaine stimulates the central nervous system, and long term use can lead to dependence. Its immediate effects include dilated pupils, elevated blood pressure and body temperature, and increased heart rate. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as insomnia, loss of appetite, tactile hallucination, paranoia and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

### **Depressants**

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

### **Ecstasy and Other Club Drugs**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogues known as designer or club drugs. These drugs can be several times stronger than the drugs they imitate. Many can cause severe neurochemical damage to the brain. The narcotic analogues can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or perspiration and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations, and impaired perception.

### **Hallucinogens**

Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. PCP often causes distance and space estrangement, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users of PCP report memory and speech difficulties. Some of these effects may last a year following prolonged daily use. Mood disorders such as depression, anxiety, and violent behavior also occur. Long-term chronic users may become paranoid and violent and experience hallucinations. Large doses may produce convulsions, coma, or heart and lung failure. Lysergic acid (LSD), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin (mushrooms). The user may experience panic, confusion, suspicion, and anxiety. Delayed effects, or flashbacks, can occur even after use has ceased.

### **Inhalants**

A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

### **Narcotics**

Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditic, and hepatitis.

### **Other Stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may perspire and experience headaches, blurred vision, dizziness, sleepiness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users also report feeling restless, anxious, and moody. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

This information was collected from the publication "What Works: Workplaces Without Drugs," U.S. Department of Labor, 1991

### **Available Resources for Counseling, Treatment and Rehabilitation**

The following services are available through the University Counseling Center for those students who are struggling with substance abuse problems.

1. Assessment
2. Referral
3. Individual therapy
4. Family and/or relational
5. Educational programs

Students may obtain the above services on a confidential basis by calling the University Counseling Center. Following is a list of resources for treatment options. Lipscomb University does not have a contractual agreement with any of the listed resources; they are listed as a courtesy only for students.

- Alcoholics Anonymous 615-831-1050
- Narcotics Anonymous 1-800-677-1462
- Center for alcohol & Drug Treatment 1-800-284-2216
- Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
- Tennessee Christian Medical Center 615-865-0300
- Vanderbilt Addiction Center 615-936-3555

### **Weapons**

Lipscomb policy prohibits anyone other than certified law enforcement officers or Lipscomb Security and Safety officers from possessing, carrying or storing a weapon on campus.

### **Criminal Records**

Students with criminal records of which the University is aware are evaluated on a case-by-case basis. Lipscomb reserves the right to refuse to admit, suspend or expel any student whose criminal history is deemed by the University to create a threat to the health or safety of the Lipscomb community.

Criminal conviction may render a current faculty or staff member unsuitable for continued employment at the University. The University reserves the right to terminate employment if an individual is convicted of a crime, even if the crime did not occur on University time or premises. If an employee is convicted of a crime, the employee is required to notify his or her immediate supervisor within five days of the conviction. Failure to report a conviction, or being convicted of a crime that makes a person unsuitable for continued employment, may be grounds for termination of employment. Criminal convictions prior to employment at Lipscomb will not necessarily bar employment. Falsification of application materials, however, including failure to disclose convictions or guilty pleas for any violation of the law, whether or not time is served, is grounds for termination of employment at any time after the falsification is discovered.

### **Student Housing**

On-campus housing is available in single-, double- or quad-room occupancy for undergraduate students. Housing assignments are made based on approval from admissions, completed housing application and receipt of housing



deposit. Assignments are then made in the order of the applications received. Requests for assignment changes are based on space availability. Guests in student housing are required to check in according to established procedures.

Exterior doors of the residence halls are locked 24 hours per day, except the front lobby doors. Doors leading from each lobby are locked 24 hours per day restricting access to the lobby. Windows have traditional locks, as appropriate. Residence hall rooms have traditional key locks except the residential village, which has key card access.

Residence hall facilities are staffed with trained professionals and paraprofessionals. Lipscomb Security and Safety responds to proper reports by residents, guests and residence hall staff. Residence hall staff members receive annual training on residence hall security, and additional training on special topics throughout the year. Throughout the semester, meetings are held for residents by the Residence Life staff. Lipscomb Security and Safety routinely provides information to educate and heighten awareness about safety and security concerns. Security alert bulletins are posted as necessary. Between semesters, most traditional residence halls are closed, but apartment housing remains open. Additional information regarding residence life is available from the Office of Residence Life.

While the University has committed significant resources to provide a safe campus environment, students are reminded that they have an important responsibility in providing for their own security and safety.

- Students should lock their residence hall/apartment door when they leave their room.
- Students should immediately report lost or stolen key(s), fob, or ID card.
- Students should not loan or give their key(s), fob, or ID card to anyone.
- Exterior doors are not to be propped. If observed, a student should immediately close the door and report to Residence Hall Staff.
- Windows are not to be used for exit and entry and should remain locked when the room is not occupied. Broken locks or windows should be reported immediately to Residence Hall Staff.
- Tampering with or disabling security devices or smoke detectors may lead to disciplinary action. Activation of a fire alarm in the absence of an actual emergency is a prosecutable offense and will not be tolerated.
- Students should report immediately any observed suspicious activity or safety hazard to Lipscomb Security and Safety and/or Residence Hall Staff. Please provide as much information as possible.

### **Risk Reduction Tips**

#### **When jogging or walking, especially at night, please remember these tips:**

- Travel in a group. The presence of a second person will increase your safety factor. Do not jog alone late at night.
- Travel well lit paths that you are familiar with. Do not take shortcuts that you are not overly familiar with, especially at night.
- Pay attention to your surroundings. It is best not to listen to headphones while running, but if you choose to do so, please keep the volume at such a level that you can still hear what is happening around you. Texting while walking is distracting and should be kept to an absolute minimum.
- Walk or jog with confidence and purpose.
- Utilize the Bison Safety Walk program.

#### **Whether parking here on campus or elsewhere, the following tips can help reduce your risk:**

- Never leave valuables visible inside your car. This includes cell phones, CDs, purses, book bags, briefcases or any other item that a thief may consider to be of value. Remember, a thief does not know what is in a bag, so even if there is nothing of value in it, it may still attract a thief's attention. If your CD player has a detachable face, remove the face before exiting your vehicle. If you must bring valuable items to school, please lock them in your glove box or your trunk.

- Whenever possible, park in well lit, high traffic areas. Increased lighting, visibility, and traffic will increase the likelihood of someone being observed, which will reduce your risk.
- Have your keys out ready to enter your vehicle as you approach. This will prevent you from having to dig through your pockets or purse to locate them, thereby decreasing the amount of time you spend outside of your vehicle.
- Be alert as you walk to your vehicle. Observe who is around and what they are doing. If you feel uncomfortable, go back to the building and have someone escort you to your vehicle. On campus, feel free to contact Lipscomb Security and Safety at [\(615\) 966-7600](tel:6159667600), or ext. 7600 from any campus phone. Security will be glad to have an officer escort you to your vehicle, or from your vehicle to the building.
- Check your surroundings before exiting your vehicle.

**For dorm residents, here are some safety tips that might be helpful:**

- Always lock your door when you leave the room. Even if you are going to the restroom, to the shower, down the hall to a friend's room, or to check your laundry, an open door allows anyone to enter your room. It only takes a few seconds for someone to steal your valuables from an unlocked room.
- Do not prop exterior dorm doors open. Propping doors open allows anyone to enter the building. By propping doors open, you may be responsible for allowing someone into your building that actually commits a crime against you or other residents. Do not allow people who you do not know to enter with you.
- Report any suspicious activity immediately to your Residence Hall Staff or Lipscomb Security and Safety at ext. 7600 or [\(615\) 966-7600](tel:6159667600).
- Of particular note, no one should just walk into your room without knocking and you letting them in. If someone walks into your room and claims to have walked in by mistake looking for someone else, report this activity immediately. Other suspicious activities include someone checking your door handle to see if it is locked, or someone randomly knocking on doors claiming to be looking for someone. Report all such incidents immediately.

**Other Physical Security Measures**

Closed circuit television (CCTV) cameras are in place at various locations around the Lipscomb campus. Lipscomb Security and Safety works with University departments along with the Information Technology staff to determine need, location, installation and maintenance of CCTV equipment. Recorded images may be used as evidence in criminal and/or University investigations.

**Emergency Phones**

Over 20 emergency Blue Light phones are strategically located throughout the University. When pressed, the emergency call button connects the caller with Lipscomb Security and Safety. Each call will receive a priority response from Lipscomb Security and Safety. It is important to remember that emergency Blue Light phones should only be used for actual or perceived emergency situations.

Lipscomb Security and Safety may also be reached by dialing 7600 from any on campus phone or 615-966-7600 from any phone.

**Security Escort**

Lipscomb Security and Safety offers a free Bison Walk Safety Escort twenty-four hours a day, seven days a week for on campus locations. To utilize the Bison Walk, call [615-966-7600](tel:6159667600), and give the Dispatcher your current location, and if applicable, your vehicle description.

**Identification Cards**

All students, faculty and staff members at Lipscomb University are issued Lipscomb ID cards. All faculty and staff must be currently employed by Lipscomb University and present documentation from Lipscomb Human Resources

before receiving an ID. ID's are used for access to certain buildings, library privileges, admission to athletic and other campus events, and may also be used for on campus meal purchases or in the University Bookstore. ID's made be made either in the main Security Office located in the basement of Elam Hall, Monday through Friday 7:00 am through 5:00 pm, or in the Dispatch Center located in the basement of Beaman Library, 24/7. Lost ID's should be reported immediately to Lipscomb Security and Safety.

### **Minors on Campus**

Lipscomb University is dedicated to the safety and welfare of minors who visit campus or participate in Lipscomb programs or camps. Every member of the University community is required by law to report known or suspected instances of abuse, neglect, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making the report. The report may be made to the State of Tennessee Child Abuse Hotline at 877-237-0004, on-line at <https://apps.tn.gov/carat/> or to any law enforcement agency. Lipscomb University also strongly encourages everyone to also report instances or suspected instances of abuse of neglect involving minors on campus to Lipscomb Security and Safety.

### **How To Report A Crime:**

Because Lipscomb Security and Safety is available at all hours, the University encourages members of the Lipscomb community to contact Lipscomb Security and Safety of any suspicious or unusual circumstances occurring on campus, especially those situations that endanger one or more persons. This can be done by calling the on-campus Lipscomb Security and Safety extension (7600). Email is not an effective method of reporting crimes in progress to Lipscomb Security and Safety, as email is not continuously monitored throughout the day.

If local law enforcement or an ambulance is needed, Lipscomb Security and Safety can call them on behalf of a member of the Lipscomb community. Anyone may contact the appropriate government agency to report a crime, but it is important to also contact Lipscomb Security and Safety for any suspected crime on campus. Lipscomb Security and Safety will investigate all reported situations and contact the appropriate government law enforcement agency, when necessary. All reported incidents are kept on file at Lipscomb Security and Safety, in accordance with applicable law. If any personal item that has been reported lost or stolen is recovered, Lipscomb Security and Safety should be contacted immediately to ensure that the University's crime statistic reports are updated and accurate.

### **Missing Persons Policy:**

A student will be considered missing if a University official receives information that the student failed to show up at events to which the student has committed, the student cannot be located, and no contact has been made by the student.

Upon notification that a student is or may be missing, Lipscomb Security & Safety shall respond through the exercise of reasonable professional judgment to investigate and make a determination as to whether the student is missing. This may include but is not limited to checking the student's room on campus, class schedule, contacting friends, faculty or other known associates of the student, locating the student's vehicle and calling the student's cell phone. If the Director of Lipscomb Security & Safety determines that a student is missing, he/she shall notify any other appropriate law enforcement authority and the Senior Vice President for Student Life within 24 hours of such determination. The Senior Vice President for Student Life or designee shall then notify the Deans of Student Life and any other appropriate University office.

Students residing in on-campus housing have the option to designate a confidential contact with the Office of Student Life under the Missing Persons requirements of the Higher Education Opportunity Act. If it is determined that a student has been missing for 24 hours, the Senior Vice President for Student Life or designee shall contact the confidential contact, or if no confidential contact has been listed, the emergency contact. In the case of students under the age of 18 who are not emancipated the custodial parents or guardians will be notified.

## **Preventive Training:**

While Lipscomb offers many training opportunities throughout the year covering a range of topics, particular emphasis is placed upon sexual assault prevention and bystander intervention. Specific programs offered include:

- Training session during Freshmen Orientation
- Training session during New Student Orientation
- Training session on Bystander Intervention for all male athletes
- Two training sessions for all female athletes
- A year-long training program, *Coaching Boys to Men*, for all male athletes cosponsored by the Tennessee Coalition to End Domestic and Sexual Violence
- Other educational outreach programs during the academic year

## **Sexual Harassment and Sexual Misconduct Policy:**

### **INTRODUCTION**

Lipscomb University and Lipscomb Academy (together, the "Institution") were founded with a commitment to biblical faith and Christian principles and are committed to providing a learning and working environment free from all forms of sex discrimination and conduct considered harassing, coercive or disruptive. Any sex discrimination prohibited by Title IX of the Education Amendments of 1972 ("Title IX"), including Sexual Misconduct (as hereinafter defined), poses a serious threat both to individual members of the Institution Community (as hereinafter defined) and to the broader community collectively.

The Institution will not tolerate Sexual Misconduct and will take all appropriate steps to prevent and correct such behavior. Recognizing that each situation is unique, the Institution will respond promptly and equitably to all allegations of Sexual Misconduct while tailoring each solution to best fit the situation. Considering both the severity of the alleged offense and the threat it poses to the Institution Community, individuals who are found to have violated this policy may face corrective action up to and including dismissal for students and termination for employees.

The Institution encourages all members of the Institution Community to report promptly any and all acts of Sexual Misconduct. With the exception of those confidential resources referenced in this policy (e.g., health clinic medical staff and clinical counseling staff), all Responsible Employees (as hereinafter defined) are required to report any Sexual Misconduct to the Title IX Coordinator.

Retaliation or reprisal against any person, including a Complainant, a Respondent or any Third Party (each, as hereinafter defined), for making a complaint, cooperating with an investigation or participating in a formal or informal resolution under this policy is strictly prohibited. Any act of Retaliation must be reported promptly to the Title IX Coordinator.

### **DEFINITIONS**

Capitalized terms used in this policy shall have the following definitions:

**Coercion:** The improper use of pressure to compel another individual to initiate or continue sexual contact or activity against his or her will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person's words or conduct are sufficient to constitute Coercion if he or she wrongfully impairs another individual's freedom of will and ability to choose whether or not to engage in sexual contact or activity.

**Complainant:** Any individual who is allegedly a victim or survivor of Sexual Misconduct (including, as applicable, such victim's parents for minors under the age 18).

**Consent:** For purposes of this policy, Consent is defined as a clear, unambiguous and voluntary agreement between two or more parties. In addition, sexual contact or activity requires consent as a matter of state and federal law. Consent to engage in any sexual contact or activity must be given knowingly, voluntarily and affirmatively. Consent to engage in any sexual contact or activity must exist from the

beginning to the end of each occurrence of sexual activity and for each form of sexual contact, including any contact or activity that occurs in the context of an existing or previous intimate relationship. Under Tennessee law, and for purposes of this policy, Consent cannot be obtained (i) through coercion or force, (ii) from a minor under the age of 18, except where the parties are within four years of age of one another, (iii) from a person who suffers from a mental disease or defect that renders the person incapable of appraising the nature of the person's conduct, (iv) from a person who is rendered temporarily incapable of appraising or controlling the person's conduct because of the influence of alcohol or drugs, or (v) from a person that is unconscious, asleep or otherwise physically or verbally unable to communicate unwillingness to do an act.

**Force:** The use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual contact or activity.

**Institution Community:** Students (and, as applicable, parents of students under the age of 18), faculty, administrators, staff, trustees, volunteers, vendors, independent contractors, consultants, agents and visitors of the Institution.

**Intimate Partner Violence:** Often referred to as dating violence, domestic violence or relationship violence, Intimate Partner Violence includes any act of violence or threatened act of violence against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with another person. Intimate Partner Violence can encompass a broad range of behavior including, without limitation, physical violence, sexual violence and emotional violence. It may involve one act or an ongoing pattern of behavior. Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. For the purposes of this policy, Sexual Harassment, Sexual Assault, Sexual Exploitation, harm to others, Stalking and Retaliation all may be forms of Intimate Partner Violence when committed by a person who is or has been involved in a sexual, dating or other social relationship of a romantic or intimate nature.

**Respondent:** Any individual (including, as applicable, such individual's parents for minors under age 18) who allegedly violates this policy as well as any person with supervisory responsibility for conduct covered by a violation hereunder.

**Responsible Employee:** Any employee:

- Who has the authority to take action to redress Sexual Misconduct;
- Who has been given the duty of reporting incidents of Sexual Misconduct or any other misconduct by students or employees to the Title IX Coordinator or other appropriate designee; or
- Whom a student could reasonably believe has this authority or duty.

Employees of the Institution with supervisory and leadership responsibilities are considered Responsible Employees, including faculty, coaches and assistant coaches, administrators, head residents, resident assistants, security personnel and other employees with a responsibility for any interim remedies or accommodations to protect the safety of the Complainant or other members of the Institution Community. For the avoidance of doubt, adjunct faculty, part-time athletic personnel, custodians, grounds keepers and maintenance and housekeeping employees will not be considered Responsible Employees for purposes of this policy.

**Retaliation:** Acts or attempts to retaliate or seek retribution against a Complainant, Respondent, Third Party, or any individual or group of individuals involved in a complaint, investigation or resolution of an alleged violation of this policy. Retaliation can take many forms, including threats, intimidation, pressure, continued abuse, violence or other forms of harm to others.

**Sexual Assault:** Having or attempting to have sexual penetration or sexual contact with another individual without such person's Consent, including by the use or threat of Force or Coercion, where an individual does not Consent to the sexual contact. Sexual Assault includes having or attempting to have sexual penetration or sexual contact with another individual without such person's Consent. As used in this definition, (a) "sexual penetration" includes vaginal or anal penetration, however slight, with a body part or object, or oral penetration involving mouth to genital contact, (b) "sexual contact" includes intentional contact with the clothed or unclothed intimate parts of another person, causing another person to touch one's intimate parts, or undressing another person without such person's Consent, and (c) "intimate parts" includes breasts, genitals, buttocks and groin.

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of a person for one's own personal benefit or advantage. Sexual Exploitation includes, without limitation:

- Surreptitiously observing another person's nudity or sexual activity or allowing another person to observe consensual sexual activity without the knowledge and Consent of all parties involved;
- Non-consensual sharing or streaming of images, photography, video or audio recording of sexual activity or pornography, or distribution thereof without the knowledge and Consent of all parties involved;
- Exposing one's genitals or inducing another person to expose his or her own genitals in non-Consensual circumstances;
- Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge;
- Recording Consensual sex where one person does not Consent to the recording;
- Sexually-based bullying, whether in person or through electronic media; and
- Sexually prostituting one's self or another person.

**Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature. Further, as it relates to employees of the Institution, such conduct constitutes Sexual Harassment if:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with or limiting an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual Harassment includes gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on gender or gender stereotyping, even if those acts do not involve conduct of a sexual nature.

A single isolated incident may constitute Sexual Harassment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to constitute Sexual Harassment, particularly if the harassment is physical.

Sexual Harassment:

- May be blatant and intentional and involve an overt action or a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated;
- Does not have to include intent to harm, be directed at a specific target or involve repeated incidents;
- May be committed by or against anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps because of differences in age or social, educational or employment relationships, harassment can occur in any context;
- May be committed by a stranger, an acquaintance or someone with whom the Complainant has or had an intimate or sexual relationship;
- May be committed by or against an individual or a group of persons;
- May occur in the classroom, workplace, residence or any other setting;
- May take place in person or by using a phone, the Internet, e-mail or other electronic media;
- May be committed in the presence of others or in privacy; and
- May affect the Complainant or Third Parties who witness or observe the activity.

**Sexual Misconduct:** Sexual Harassment, Sexual Assault, Intimate Partner Violence, Domestic Violence or Stalking.

**Stalking:** A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested. For purposes of this definition, "course of conduct" means a pattern of conduct composed of a series of two or more separate noncontiguous acts evidencing a continuity of purpose. Stalking includes cyber-stalking, a form of Stalking in which electronic media such as the Internet, social networks, blogs, cell phones, text messages or other similar devices or forms of contact are used to

pursue, harass or make unwelcome contact with another person in an unsolicited fashion.

**Third Party:** Any person who is not the subject of alleged Sexual Misconduct but who is aware of such an allegation or is a participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

### **PURPOSE AND SCOPE OF POLICY**

This policy applies to all members of the Institution Community and prohibits Sexual Misconduct by or of any member of the Institution Community. This policy is intended to protect and guide members of the Institution Community who have been affected by Sexual Misconduct, whether as a Complainant, a Respondent or a Third Party, and to provide fair and equitable procedures for investigation and resolution of alleged violations.

This policy applies to Sexual Misconduct by or of any member of the Institution Community that occurs (i) on Institution property, (ii) at an Institution-sanctioned event or program that does not take place on Institution property, including, without limitation, domestic and international academic and mission trips, study abroad and internship programs, and (iii) off-campus if the off-campus conduct is likely to have a substantial effect on Institution life and activities, or if the incident poses a threat of danger to any member of the Institution Community.

A Complainant or Third Party is encouraged to report Sexual Misconduct regardless of where the incident occurred, or who committed it. Even if the Respondent is not a member of the Institution Community, the Institution will take prompt action to provide for the safety and well-being of the Complainant and the broader community.

### **NOTICE OF NON-DISCRIMINATION**

The Institution is committed to establishing and maintaining a safe and nondiscriminatory environment for all members of the Institution Community. The Institution does not discriminate on the basis of sex in its education programs and activities. Sex discrimination is prohibited under Title VII of the Civil Rights Act of 1964 and is also prohibited by Title IX, which provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Institution, as an educational community, will promptly and equitably respond to alleged violations of this policy in order to eliminate the misconduct, prevent its recurrence and address its effects on any individual and the Institution Community. Title IX provides educational processes, remedies and outcomes for sex discrimination and local law enforcement follows criminal processes, remedies and outcomes for sexual assault. While the Institution will enforce this policy using the educational lens of Title IX, Complainants always have the option to avail themselves of, and will be fully supported by the Institution to seek, the services of local law enforcement.

### **TITLE IX COORDINATOR**

The President of the Institution has designated Kathy Hargis to serve as the Title IX Coordinator for the Institution. The Title IX Coordinator will report directly to the President on all matters involving Title IX. The Title IX Coordinator oversees the Institution's centralized review, investigation and resolution of reports of alleged violations of this policy, and oversees the Institution's overall compliance with Title IX.

The Title IX Coordinator is supported by the Title IX team. Members of this interdepartmental team include the Title IX Coordinator, Title IX Deputies and the Director of Security. Inquiries or complaints concerning the application of Title IX at the Institution may be referred to the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights:

Kathy E. Hargis  
Title IX Coordinator  
Crisman Administration Bldg.  
One University Park Drive

Office of Civil Rights  
Sam Nunn Atlanta Federal Center, Suite 16T70  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909

## **PRIVACY**

The Institution is committed to protecting the privacy of any and all individuals involved in an alleged violation of this policy. In any report, investigation or resolution of an alleged violation, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegations.

At all times, the privacy of all parties involved in a report, investigation or resolution of an alleged violation of this policy will be respected and safeguarded. Information related to a report under this policy will only be shared with those Institution employees who need to know in order to assist in the review, investigation or resolution. Moreover, all Institution employees who are involved in the Title IX response will receive specific training and guidelines about safeguarding confidential information.

Those members of the Institution Community who desire complete confidential assistance may do so by speaking with professionals who have a statutorily-protected or designated duty of confidentiality. For students, those professionals include health clinic medical staff, clinical counseling staff, campus ministers in Lipscomb University's Spiritual Life Department and Directors of Spiritual Formation at Lipscomb Academy. Information shared with these confidential resources will not be shared with others without the Complainant's consent, unless there are circumstances posing imminent risk of harm to self or any member of the Institution Community. Because the content of discussions with confidential resources will not be reported to the Title IX Coordinator, such discussions do not serve as notice to the Institution to address any alleged violation of this policy.

An alleged violation of this policy that is reported to an Institution employee who is not a designated confidential resource must be shared with and reported to the Title IX Coordinator within 24 hours of the initial report.

If possible, the Institution will seek action in response to any alleged violation that is consistent with a Complainant's request. If a Complainant requests that his or her name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Institution will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all members of the Institution Community. The Institution will take all reasonable steps to investigate and respond to a report consistent with a request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. If the Institution is unable to take action that is consistent with a Complainant's request for confidentiality, a member of the Title IX team will promptly communicate with the Complainant about the chosen course of action.

If a report of alleged misconduct discloses a serious or immediate threat to the Institution Community, the Institution may issue a timely notice (in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")) to protect the health or safety of the members of the Institution Community. The Institution may also share non-identifiable information about reports received in aggregate form, including data about educational outcomes (e.g., sanctions).

All investigations, hearings and resolutions under this policy shall be conducted in compliance with the requirements of the Family Education Rights and Privacy Act ("FERPA"), the Clery Act and Title IX. No information shall be released from such investigations, hearings or resolutions except as required or permitted by law or this policy.

## **RETALIATION**

Retaliation against any person for submitting a report, cooperating with an investigation or participating in a formal or informal resolution hereunder is strictly prohibited. An individual reporting Sexual Misconduct is entitled to protection from any form of Retaliation following a report, even if the



report is not later substantiated. Similarly, individuals accused of Sexual Misconduct and those who participate in an investigation conducted under this policy are entitled to protection from any form of Retaliation, except for disciplinary action in connection with a knowingly false report. Any individual who is found to have retaliated against a person in violation of this policy may face corrective action up to and including dismissal for students and termination for employees. Complaints of Retaliation should be filed immediately with the Title IX Coordinator or the U.S. Department of Education's Office for Civil Rights.

### **AMNESTY FOR STUDENT CONDUCT VIOLATIONS**

The Institution encourages the reporting of any and all alleged Sexual Misconduct. Victims of Sexual Misconduct might be hesitant to report Sexual Misconduct to Institution officials if they fear that they (or their friends) may be charged with a violation of another Institution policy, such as the Alcohol and Drug Policy. Similarly, bystanders are sometimes hesitant to offer assistance to others for fear that they may get in trouble.

To encourage reporting of Sexual Misconduct, the Institution will provide Complainants, as well as bystanders who cooperate with an investigation under this policy or who provide help to victims or likely victims of Sexual Misconduct, with immunity from being charged with violations of any other Institution policy in connection with any conduct related to an alleged violation of this policy. While violations of other policies cannot be completely overlooked, the Institution may provide referrals to counseling or may require educational assistance or other remedies in such cases. Although the Institution will provide individual bystanders with such immunity, student organizations may be subject to disciplinary action under other Institution policies in connection with any conduct related to an alleged violation of this policy, if deemed appropriate or necessary for the safety and well-being of the Institution Community.

### **BYSTANDER INTERVENTION**

One of the most effective methods of preventing all types of Sexual Misconduct is bystander intervention, which encourages people to identify situations that might lead to Sexual Misconduct and then safely intervene to prevent its occurrence. The Institution encourages the use of good judgment in regards to bystander intervention, as the safety of each member of the Institution Community is of primary concern. It is the responsibility of every member of the Institution Community to take safe and reasonable actions to prevent Sexual Misconduct.

This policy does not require individuals to place themselves in jeopardy to stop a crime in progress. There are many situations and events that occur prior to Sexual Misconduct that are appropriate for intervention. Bystander intervention encourages people to watch for behaviors and situations that appear to be inappropriate, coercive or harassing. Usually, intervening in a group is safer than intervening individually. Also, choosing a method of intervention that de-escalates the situation is safer than attempting a confrontation. However, there is no single rule that can account for every situation.

### **RESOURCES**

The Institution is committed to treating all members of the Institution Community with Christian love, respect and empathy. Any individual affected by Sexual Misconduct, whether as a Complainant, Respondent or Third Party, will have equal access to support services through the Institution. The Institution recognizes that deciding whether or not to make a report or choosing how to proceed can be a difficult decision. The Institution encourages any individual who has questions or concerns to seek support of Institution and community resources. These resources can provide guidance in making decisions, information about available resources and assistance to either party in the event that a report or resolution under this policy is pursued. Individuals are encouraged to use all available resources, regardless of when or where the incident occurred.

#### **Confidential Resources**

There are several confidential resources available within the Institution Community. These confidential resources will not disclose shared information without the individual's Consent unless there is imminent risk of physical harm.

#### **Health Clinic Resources**

Health Annex

#### **Counseling Resources**

Student Activity Center, Second Floor

615-966-6305

615-966-1781

**Lipscomb Academy Spiritual Formation Resources**  
Harding Hall, Room 130  
615-966-5198

**Campus Ministry Resources**  
Bennett Campus Center, Lower Level  
615-966-6280

**Non-Confidential Resources**

Non-confidential resources have been trained to assist individuals who have been affected by Sexual Misconduct.

**Title IX Coordinator**

Kathy Hargis  
Crisman Administration Bldg., Main Floor  
615-966-5661  
kathy.hargis@lipscomb.edu

**Title IX Deputies – Lipscomb Academy Resources**

Jennifer Green – Elementary  
Brewer Campus, Room 112  
615-966-6320  
jennifer.green@lipscomb.edu

**Title IX Deputy – Faculty Resource**

Julie Stephens  
Burton Health Sciences, Room 168  
615-966-7192  
julie.wilbeck@lipscomb.edu

Ritchie Pickens – Middle School

Harding Hall, Room 168  
615-966-1785  
ritchie.pickens@lipscomb.edu

**Title IX Deputy – Student Life Resource**

Sam Smith  
Bennett Campus Center, Room 100  
615-966-5155  
sam.smith@lipscomb.edu

Jesse Savage – High School

Harding Hall, Room 130  
615-966-6441  
jesse.savage@lipscomb.edu

**Title IX Deputy – Student Life Resource**

Josh Roberts  
Bennett Campus Center, Room 100  
615-966-6054  
josh.roberts@lipscomb.edu

**Title IX Deputy – Security Resource**

Darrin Bellows  
Beaman Library, Room 157  
615-966-6634  
darrin.bellows@lipscomb.edu

**Title IX Deputy – Faculty/Student Resource**

Jim Thomas  
Ezell, Room 118  
615-966-5828  
jim.thomas@lipscomb.edu

**Title IX Deputy – Athletics Resource**

Lin Garner  
Allen Arena, Room 006  
615-966-5743  
lin.garner@lipscomb.edu

**Title IX Deputy – Employee Resource**

Christy Hooper  
Elam Hall, Room B-106-C  
615-966-6190  
chooper@lipscomb.edu

**Outside Community Resources**

External community resources can also assist individuals who have been affected by Sexual Misconduct.

|   |   |
|---|---|
| <p><b>Metro Police Department Dispatch Center</b><br/>200 James Robertson Parkway<br/>Nashville, Tennessee 37201<br/>(615) 862-7400</p> | <p><b>Nashville General Hospital at Meharry</b><br/>*(Sexual Assault Forensic Exam Hospital)<br/>1818 Albion Street<br/>Nashville, Tennessee 37208<br/>615-341-4000</p> |
|---|---|

|  |  |
|--|--|
| <b>Tennessee Coalition to End Domestic &amp; Sexual Violence</b><br>2 International Plaza Drive, Suite 425<br>Nashville, Tennessee 37217<br>800-289-9018 | <b>Sexual Assault Center</b><br>101 French Landing Drive<br>Nashville, Tennessee 37228<br>615-259-9055<br><a href="http://www.sacenter.org">www.sacenter.org</a><br>Crisis & Support Line 800-879-1999 |
| <b>National Domestic Violence Hotline</b><br>800-799-SAFE (7233)   |  |

## REPORTING

The Institution is committed to providing a variety of welcoming and accessible ways for members of the Institution Community to report instances of alleged Sexual Misconduct. In accordance with Title IX, the Institution is required to take immediate and corrective action if a Responsible Employee knows or, in the exercise of reasonable care, should have known about Sexual Misconduct. All Responsible Employees must promptly share any report of Sexual Misconduct with the Title IX Coordinator or a member of the Title IX team. The Institution cannot take appropriate action unless an incident is reported. All reports must be shared with the Title IX Coordinator within 24 hours of being reported.

All individuals are strongly encouraged to report alleged incidents of Sexual Misconduct immediately to the Institution's Department of Security and Safety and/or to local law enforcement. The Institution's Department of Security and Safety personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and advise to whom the alleged offense should be reported. Each victim has the sole discretion, however, to decide whether or not to file a police report or to pursue civil action against the alleged perpetrator. All individuals will have access to Institution and community resources regardless of whether or not they decide to report an incident to local law enforcement. Except where the Complainant is younger than 13 years old, the Institution will generally respect a Complainant's choice to report an incident to local law enforcement, unless the Institution determines that there is an overriding issue with respect to the safety or welfare of the Institution Community.

### **False Reports**

Any Complainant or Third Party who knowingly makes false charges alleging a violation of this policy may be subject to discipline action.

### **Anonymous Reporting**

Any individual may make an anonymous report concerning an alleged violation of this policy by disclosing his or her name, identifying the Respondent or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the Institution's ability to respond to an anonymous report may be limited. The Institution's anonymous reporting resource, TIPS, can be found at the lower right hand corner of the Institution's website, [www.lipscomb.edu](http://www.lipscomb.edu).

When any alleged violation of this policy is reported anonymously, the Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies and, in consultation with the Director of Security, comply with all reporting obligations under the Clery Act.

### **Reporting Incidents Involving Minors or Suspected Child Abuse**

Under Tennessee law, all persons must report any suspected case of child abuse or neglect. Any person who knowingly fails to make a report of suspected child abuse commits a crime and may be subject to a fine not to exceed \$2,500.

All Institution employees must immediately report any suspected child abuse or neglect to the Title IX Coordinator and the Director of Security. The source of abuse does not need to be known in order to make a report.

The Institution will report all suspected child abuse or neglect to law enforcement and/or to the Tennessee Department of Children's Services ("DCS"). The Institution must act quickly regarding all reasonable suspicions of sexual or physical abuse or neglect.

In addition to notifying the Title IX Coordinator and Director of Security, any individual must make a direct report as follows:

- If a child is in immediate danger, call 911; or
- If a child is not in immediate danger, call DCS at 877-237-0004 or report online at <https://apps.tn.gov/carat/>.

## **RESOLUTION OF ALLEGED VIOLATIONS**

### **Report and Initial Assessment**

Upon receipt of a report of an alleged violation of this policy, the Title IX Coordinator and/or his or her designee(s) will make a prompt assessment of any imminent risk of harm to the victim(s) or to the Institution Community and will take prompt steps necessary to address those risks.

The initial review of any report will proceed to the point where a reasonable assessment of the safety of the victim(s) and the Institution Community can be made. Furthermore, an investigation may be initiated depending on a variety of factors, such as the age of the parties involved, the Complainant's desire to pursue disciplinary action, the risk posed to any individual or the Institution Community by not proceeding, and the nature of the allegation. If, after the initial review, the Title IX Coordinator and/or his or her designee(s) determine that there has been a violation of this policy, then an appropriate investigation will be initiated. If it is determined that no violation of this policy has occurred, then no investigation will be initiated and, if appropriate, the Complainant will be notified of such determination.

At the time a report is made, a Complainant need not decide whether to file a formal, written complaint under this policy. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. To the extent possible, the Institution will respect an individual's autonomy in making these important decisions and will provide support to assist each individual in making an appropriate determination regarding how to proceed.

### **Interim Measures, Remedies and Accommodations**

Upon receipt of a report and after the initial assessment, the Title IX Coordinator and/or his or her designee(s) may promptly impose reasonable and appropriate interim measures designated to protect the parties involved and the Institution Community. A Complainant or Respondent may request separation or other protection, or the Institution may choose to impose interim measures at its discretion to ensure the safety of all parties and/or the broader Institution Community. Interim measures may be imposed regardless of whether informal resolution, formal resolution or corrective action is sought by the Complainant or the Institution.

All individuals are encouraged to report concerns about failure of any person to abide by any restrictions imposed as an interim measure. The Institution will take prompt and responsive action to enforce any previously implemented measure. The Title IX Coordinator may implement interim measures at any time after receipt of an alleged violation of this policy. Potential remedies and accommodations that may be applied to a Complainant or Respondent include:

- Access to counseling services and assistance in setting up initial appointments, both on or off campus;
- Imposition of a campus no-contact order;
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- A change in class schedule or transferring sections, including the ability to drop a course without penalty;
- A change in work schedule or job assignment;
- A change in a student's Institution-owned residence;
- Assistance from Institution staff in completing residence relocation;
- Relocation of office space;

- Limiting an individual or organization's access to certain Institution facilities of activities pending resolution of the matter;
- A voluntary leave of absence;
- Providing an escort to ensure safe movement between classes, buildings or activities;
- Providing medical services through health clinic resources;
- Providing academic support services;
- An interim suspension pending the outcome of an investigation or a hearing; and
- Any other remedy that can be tailored to the involved individuals to achieve the goal of this policy.

### **Optional, Informal Resolution**

After notifying the Title IX Coordinator of an alleged violation of this policy, but prior to the submission of a formal complaint, the Complainant may request a meeting with the Respondent alleged to be directly responsible for the violation or with the person having immediate supervisory authority related to the violation. Such meeting shall be coordinated through and in the presence of the Title IX Coordinator and/or his or her designee(s) and, in the Title IX Coordinator's discretion, the appropriate members of the Title IX team and/or appropriate senior administrator(s). In addition, the persons who are alleged to be directly or indirectly responsible for the violation of this policy may discuss the allegations of the Complainant with the Title IX Coordinator and/or his or her designee(s).

The purpose of an informal resolution meeting will be for the Complainant to request a proposed course of action in order to resolve the matter in a manner consistent with biblical principles of dispute resolution. Any such informal resolution meeting shall be solely at the option of the Complainant. At no time will the Complainant be required to confront or meet with the Respondent. In cases involving Sexual Assault, such a meeting shall not occur. Such meeting is not a condition for the submission of a written complaint to the Title IX Coordinator. If the matter cannot be resolved through an informal resolution meeting, then the Complainant may submit to the Title IX Coordinator a formal, written complaint. Participation in an informal resolution meeting is voluntary, and any party may request to end the process at any time.

The Title IX Coordinator will maintain records of any informal resolution meeting and will endeavor to hold any information resolution meeting within 30 days of the date of the initial report, subject to extenuating circumstances (including, without limitation, holiday and summer breaks).

### **Formal, Written Complaint**

If an informal resolution meeting is not possible, not appropriate or fails to satisfactorily resolve an alleged violation of this policy, the Complainant should submit a formal, written complaint with the Title IX Coordinator. If for any reason the Complainant is not able to submit a written complaint, the Title IX Coordinator and/or his or her designee(s) may prepare the complaint based on verbal conversations with the Complainant, and the Complainant shall review such complaint, and when accurate and complete, sign a copy of such complaint. The complaint should include the names(s) of the individual(s) involved, the date(s), time(s) and location(s) of the event(s) and a detailed description of the actions constituting the alleged violation. The complaint should also provide the names, addresses and phone numbers of any witnesses or potential witnesses. All written complaints should be signed and dated.

After receipt of a formal, written complaint, the Title IX Coordinator and/or his or her designee(s) will review the complaint. If the complaint does not sufficiently describe the facts such that a determination can be made regarding the alleged violation, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough actual detail to allow a determination to be made.

The Title IX Coordinator and/or his or her designee(s) will generally meet with the Complainant to review the complaint and identify the scope and nature of any additional investigation, if necessary, above and beyond that conducted in connection with the initial report. In addition, the Title IX Coordinator and/or his or her designee(s) will generally meet with the Respondent to present a redacted summary of the complaint and a copy of this policy, to receive the Respondent's written answer to the complaint, if any, and to review with the Respondent the scope and nature of the investigation.

## **Investigation**

The Title IX Coordinator will oversee any investigation of an alleged violation of this policy. Any such investigation will be designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the Complainant, the Respondent and any Third-Party witnesses, will be treated with appropriate sensitivity and respect.

The Title IX Coordinator will commence and oversee the investigation, if deemed appropriate, and designate one or more member(s) of the Title IX team or other individual(s) to conduct the investigation. The Institution may engage the assistance of an external investigator to conduct or assist with the investigation, if deemed necessary and appropriate by the Title IX Coordinator. The investigator(s) will keep the Title IX Coordinator informed of the progress of the investigation during the entire process. The Title IX Coordinator may notify appropriate senior administrator(s), including the President of the Institution, that a report has been received and an investigation has begun.

The investigator(s) will conduct the investigation based on the specific allegations. The investigator(s) will coordinate the gathering of information from the Complainant, the Respondent and any other individuals who may have information relevant to the investigation. The investigator(s) will also coordinate the gathering of any available physical or medical evidence, including documents, communications between the parties involved, and other electronic records, as appropriate. The investigator(s) have broad discretion in determining whether a proposed witness or documentary evidence would be relevant or helpful in making any determination under this policy. The Complainant and Respondent will have an equal opportunity to meet with the investigator(s), to submit evidence, to provide testimony and to identify witnesses who may have relevant information.

Prior to completing the investigation, the investigator(s) may meet again with the Complainant and Respondent separately to give an overview of the steps taken during the investigation, to ask the Complainant and the Respondent for names of any additional person(s) with whom the investigator(s) should speak, and to request any additional information relevant to the investigation.

Use of alcohol or drugs by the Complainant at the time of the incident will be considered for purposes of determining Consent or memory only and will not form the basis for independent proceedings or discipline. The sexual history or sexual character of the Complainant shall not be considered in any investigation and the sexual history or sexual character of the Respondent may be considered only if it establishes a pattern of complaints or behavior.

The Institution will investigate all Sexual Misconduct claims even if the Complainant does not wish to pursue disciplinary or legal action. Additionally, if the Complainant desires to press criminal charges, local law enforcement may also conduct a formal investigation.

In the event that law enforcement is involved and upon their request, the Institution may agree to defer its investigation under this policy until after the initial stages of any criminal investigation. The Institution will nevertheless communicate with the Complainant regarding his or her rights under this policy, procedural options and the implementation of interim measures to assure the safety and well-being of the Complainant and the Institution Community. The Institution will promptly resume its investigation under this policy as soon as practicable after law enforcement has completed its initial investigation.

Information gathered during any investigation will be used to evaluate the appropriate course of action, provide for the safety of the appropriate individuals and the Institution Community, and impose remedies as necessary to address the effects of the alleged conduct.

## **Formal Resolution**

### *Final Determination*

After completion of the investigation, the investigator(s) will prepare a written report of the investigation findings and submit such report to the Title IX Coordinator for formal resolution. The Title IX Coordinator may request additional information from the investigator(s), or may ask for additional information directly from parties or witnesses. The Title IX Coordinator, in consultation with any designated member(s) of the Title IX team and senior administrator(s), will consider the allegations, review and evaluate the final investigative report and findings and issue a final determination.

Alternatively, the Institution may engage the assistance of an external third party to consider the allegations, review and evaluate the investigative report and findings and issue a final determination, if deemed necessary and appropriate by the Title IX Coordinator.

At the conclusion of the investigation, the Title IX Coordinator and/or his or her designee(s) will weigh all evidence received through the course of the investigation and make a final determination about the allegations based on a preponderance of the evidence (i.e., whether it is more likely than not that Sexual Misconduct occurred). The Title IX Coordinator and/or his or her designee(s), in consultation with any designated member(s) of the Title IX team and/or senior administrator(s), will make such final determination. Then, in the event that the Respondent is deemed responsible for Sexual Misconduct, the Title IX Coordinator and/or his or her designee(s), in consultation with any member(s) of the Title IX team and senior administrator(s), will determine the sanction to be imposed. The Institution's goal is to conclude the investigation and render a final determination within 60 days of the date of the initial report, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year). The Title IX Coordinator or his or her designee(s) will issue the final report and determination, which will include the following:

- A summary of the investigative report;
- A written notice setting forth:
  - The findings of the investigator(s) regarding the alleged violation(s);
  - A description of the actions taken, if any, including, without limitation, disciplinary actions for any parties involved;
  - The Complainant's and Respondent's right to appeal the determination.

The Title IX Coordinator and/or his or her designee(s) will promptly communicate with and deliver to the Complainant and the Respondent a copy of such report, although the content of such report may be modified subject to the limitations of FERPA and other applicable privacy laws.

#### *Disciplinary Action*

In the event the Title IX Coordinator and/or his or her designee(s) determines that the Respondent is responsible for an act of Sexual Misconduct or other violation under this policy, they may impose any appropriate sanction that they determine to be fair and proportionate to the violation. In determining any disciplinary action, the Title IX Coordinator and/or his or her designee(s) may consider the following:

- Students – If a student is found to have committed a Sexual Assault, the appropriate administrator may initiate expulsion proceedings pursuant to the terms of the Student Handbook.
- Staff – If a staff member is found to have committed a Sexual Assault, then the appropriate administrator may terminate the staff members' employment in accordance with the applicable handbook of the Institution.
- Faculty – If the Respondent is a faculty member and his or her conduct warrants discipline that is less severe than discharge or suspension, the Title IX Coordinator will recommend sanctions to the Provost of Lipscomb University or the Head of Lipscomb Academy, as appropriate. In cases where the faculty member is found to have committed a Sexual Assault or the faculty member's actions warrant discharge or termination of employment, the matter will proceed in accordance with the terms of the applicable handbook of the Institution providing for Dismissal for Cause.

The designated senior administrator(s) will oversee the application of any such disciplinary action.

#### **Appeal Rights**

Any appeal of a final determination hereunder shall stay the imposition of disciplinary action under this policy, but only during the pendency of the appeal. If the disposition of the appeal does not alter the recommended sanction, disciplinary action pursuant to this policy shall proceed.

The Complainant and/or Respondent may appeal a final determination by submitting a written objection to the Title IX Coordinator within ten calendar days of the receipt of the final determination. Any grounds for appeal shall be based solely on:

- The emergence of new evidence that was previously unavailable; or
- A claim that some procedural aspect of this policy was not properly followed.

The appropriate senior administrator of the Institution designated by the Title IX Coordinator shall consider the objections presented, review and evaluate the investigative report and findings, and reach his or her conclusion. The senior administrator will undertake to issue a decision in writing to the Complainant and Respondent within ten days of receiving the appeal, subject to extenuating circumstances (including, without limitation, summer break or other calendar breaks in the academic year). The President of the Institution or his or her designee(s) may, in the President's sole discretion, consider any appeal from such senior administrator's decision, in which case the President or his or her designee(s) shall issue a decision in writing to the Complainant and Respondent, which shall be the final decision of the Institution on this matter. All documentation regarding an appeal will be communicated with and forwarded to the Title IX Coordinator.

### **Additional useful information (not a part of the above policy):**

#### **Information on Preparing for a Sexual Assault Forensic Exam**

If possible, try to avoid activities that could potentially damage evidence such as:

- Bathing
- Showering
- Using the restroom
- Changing clothes
- Combing hair
- Cleaning up the area

If you have done any of these activities, you can still have an exam performed. Please bring a spare change of clothes with you to the hospital or health facility where you're going to have the exam.

In most cases, DNA evidence needs to be collected within 72 hours in order to be analyzed by a crime lab—but a sexual assault forensic exam can reveal other forms of evidence beyond this time frame that can be useful if you decide to report. Place your belongings, including the clothes you were wearing, in a **paper bag** to safely preserve evidence. Lipscomb Security has paper bags for evidence preservation available. If you have questions about the timeframe, you can call the National Sexual Assault Hotline at 800.656.HOPE (4673) or talk to your [local sexual assault service provider](#).



**Lipscomb University**  
**Annual Fire Safety Report**  
**2018**

**Fire Statistics:**

| Housing Facility   | Fire Drills |      |      | Fires |      |      | Injuries |      |      | Deaths |      |      |
|--------------------|-------------|------|------|-------|------|------|----------|------|------|--------|------|------|
|                    | 2015        | 2016 | 2017 | 2015  | 2016 | 2017 | 2015     | 2016 | 2017 | 2015   | 2016 | 2017 |
| Elam Hall          | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Fanning Hall       | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| High Rise          | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Johnson Hall       | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Sewell Hall        | 2           | 2    | 2    | 1     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Village Building A | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Village Building B | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Village Building C | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Village Building D | 2           | 2    | 2    | 0     | 0    | 0    | 0        | 0    | 0    | 0      | 0    | 0    |
| Bison Hall         | N/A         | N/A  | 2    | N/A   | N/A  | 0    | N/A      | N/A  | 0    | N/A    | N/A  | 0    |

To obtain a copy of the University's daily fire log, contact Lipscomb Security and Safety at 615-966-7600 or [safety@lipscomb.edu](mailto:safety@lipscomb.edu).

**Housing Facility Fire Safety Policies and Information:**

**Electrical Appliances and Safety**

Refrigerators purchased or rented for use in residence hall rooms are not to be larger than three cubic feet in capacity. Students are not permitted to use open-coiled appliances, electric skillets or ovens, grills, halogen light bulbs, or electric heaters in their residence hall rooms. Popcorn poppers, microwave ovens, coffeemakers and toasters are acceptable.

**Lighting Regulations and Safety**

The University does not permit the use of halogen lamps or any other light that produces excessive heat in the student residential areas. Overhead, or room, lights may not be covered with any material. Though neon lights are permitted within residence halls, they may not be placed in windows or be seen from the exterior of the building.

The University reserves the right to remove and/or confiscate any appliance or device it deems unsafe or problematic to a facility's electrical system. All confiscated items will be held by the Resident Hall Director until arrangements are made to return the item to the student, at which time it must be permanently removed from campus, such as during a University break or holiday.

**Electrical Extensions**

In accordance with the direction of the fire marshal, the use or possession of extension cords, multiple plugs or multiple plug converters is prohibited within all of the residential areas. The fire marshal has approved the use of Underwriter's Laboratories (UL) approved power strips with circuit breakers. Students should contact their Resident Assistant if they are unsure if a power strip is permissible.

**Smoking**

Smoking is not permitted on Lipscomb's campus.

## **Fire Drills**

Fire drills are conducted at least twice per year for all residence halls.

## **Fire Procedures for Student Housing**

Every time a fire alarm is activated, all residents must exit the building unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms). IF THERE IS A FIRE OR ACTIVATED ALARM IN THE BUILDING:

- Evacuate the building using the stairs (NEVER use the elevator);
- If the smoke is thick, crawl close to the floor to avoid smoke inhalation;
- Go to the designated exterior gathering area and then alert emergency response personnel (if alarm has not been activated) by calling 615-966-7600.

If reporting the emergency, state your name, building, location of fire (wing, floor, room, etc.) and nature of the fire (laundry, equipment, mattress, etc.), if possible. Stay on the line for questions, if it is safe to do so. Lipscomb Security and Safety will contact the Nashville Fire Department.

Designated exterior gathering areas during a fire are as follows:

Elam Hall: Exit to the intramural field (north end) on the Granny White side of campus.

Fanning Hall: Exit to the quad in front of Burton Hall.

High Rise: Exit to the back of the dorm parking lot or grassy area by baseball field. If this area is unsafe due to overall campus crisis, proceed to the south end of campus adjacent to the softball field parking lot.

Johnson Hall: Exit to the Bell Tower area and space between Ezell Center and the Library. If this area is unsafe due to an overall campus crisis, proceed to the south end of campus adjacent to the softball field parking lot.

Sewell Hall: Exit to the intramural field (south end) on the Granny White side of campus

Village Building A: Exit to Bison Square.

Village Building B: Exit to Bison Square.

Village Building C: Exit to Bison Square.

Village Building D: Exit to Bison Square.

Bison Hall: Exit to Bison Square.

## **IF YOU ARE TRAPPED IN A BUILDING DURING A FIRE:**

- If you cannot get out of the building, go to the refuge area in the stairwell;
- If there is a fire in the hallway, stay in your room, close the doors, dial 615-966-7600 and stand close to the window to signal for help;
- Put something in the window to alert emergency responders to your location;
- If smoke is entering the room through the cracks in the door, stuff wet clothes in the cracks; and
- Stay close to the floor to avoid smoke inhalation, but continue to shout and peek out through the window to alert emergency responders.

## **Reporting a Fire**

Call Lipscomb Security and Safety at 615-966-7600. Lipscomb Security and Safety can reset the alarm in the event of a false alarm or lead the Fire Department to the fire's location.

Lipscomb Security and Safety will notify the appropriate members of the Emergency Management Team. Residence Life staff will notify the applicable Resident Hall Director.

## **Fire Safety Education**

Floor meetings in residence halls review emergency evacuation procedures, safety policy review, and health and safety inspections.

Resident Assistants and Resident Hall Directors attend training sessions regularly on emergency procedures, including fire safety and response.

## **Crime Prevention And Personal Safety:**

Lipscomb Security and Safety strongly urges the Lipscomb community to examine all the printed material on crime prevention that is circulated frequently around campus. Individuals may also come by the Lipscomb Security and Safety office to pick up information. Lipscomb Security and Safety encourages leaving expensive or irreplaceable items, such as heirlooms, at home. Lipscomb Security and Safety emphasizes to EVERYONE that the first step in crime prevention is to keep all belongings in a secure place, which includes locking and securing residence hall rooms, offices and vehicles, as well as anything else that can be secured. Lipscomb Security and Safety also suggests engraving your driver's license number on all valuable items that have hard surfaces.

The Bison Safety Walk, which provides a security escort on campus, is available by calling extension 7600 on campus at ANY time day or night. Lipscomb Security and Safety strongly recommends that everyone make use of this service, especially when walking alone at night.

To obtain more information on the material contained in this report and to find out more about what Lipscomb Security and Safety has to offer, call extension 7600.

## **Important Safety Numbers:**

|  |                                |
|--|--------------------------------|
| Lipscomb Security and Safety<br>(located in Elam Hall basement or Dispatch in the Beaman Library basement) | 615-966-7600                   |
| Metro Police Department  | 615-862-8600                   |
| Emergency  | 911                            |
| Lipscomb Care Team   | 615-966-CARE (2273)            |
| Crime Stoppers   | 615-74-Crime                   |
| Rape & Sexual Abuse Center Crisis Line   | 615-256-8526 or 1-800-879-1999 |
| Crisis Intervention Center   | 615-244-7444                   |