



# CAMPUS SAFETY

Residence Life  
Information 2021



Message from the Compliance Officer,

Welcome to LeMoyne-Owen College. The college considers the safety of its students, employees, visitors, and other guests to be a high priority. The Campus Safety Department is available 24 hours a day, patrolling and responding to requests for service.

The men and women of Campus Safety are committed to providing a safe environment conducive to living, learning, and working. We do this through crime awareness education, patrols, communications, and security services. We strive to enrich and support the college's mission.

We realize that no campus is immune to crime; however, we believe that we can maintain a safe environment at LeMoyne-Owen College, if the entire college community works with us to ensure that we have an atmosphere of safety. We ask that all students, faculty, and staff become active participants in crime prevention by reporting suspicious activity, suspicious individuals, and by reporting any criminal activity that they may observe. Students, faculty, and staff can also assist us by always wearing their college-issued identification while on the campus.

Linda Artis  
Administrative Services  
901-435-1477 Office

## **SECURITY IN RESIDENTIAL HALL AREAS**

LeMoyne-Owen College provides on-campus housing for students in Saxon Dorms,

**Saxon Dorm-** is composed of Residence for Men and Woman.

Capacity: 336 beds  
(32 single rooms/ 152double rooms) Four Floors

## **ACCESS TO THE RESIDENTIAL HALLS**

Residents are permitted to have guests during established visiting hours. Residents are responsible for informing their guest of all College rules and regulations and **are held responsible for the actions of their guests.**

### **COVID-19 Protocols:**

1. Residents, staff, and vendors will always be required to wear personal protective equipment (PPE).
2. Residents, staff, and vendors should engage in proper handwashing techniques.
3. Sanitation stations are located throughout the Residents Hall.
4. Residents Hall will be cleaned and sanitized based on CDC cleaning guidelines.
5. Social distancing guidelines are implemented.

## **SECURITY DURING HOLIDAY & SEMESTER BREAKS**

All residential halls are closed during Christmas Break. During Fall and Spring breaks, residents that live outside of Shelby County may stay on campus provided they meet requirements set by the Dean of Students.

## **RESIDENCE LIFE**

Two professional Residence Hall Staff Members are available Monday-Friday in the residence area to assist students. Residence Hall Staff can be reached on 435-1734.

## **HOUSING SECURITY**

Safety and Emergency concerns are addressed by Campus Safety Officers. Campus Safety Officers are on duty in the Residence Hall 24 hours a day seven days a week to assist Residential Students. To contact Campus Safety in the Residence Hall – **Emergency 901.301.7340 – Guard Booth- Call- 901.435.1480**

## **RESIDENCE SAFETY TIPS**

1. Keep room doors locked at all times when the room is unoccupied or when tenants are asleep.
2. Do not loan keys or leave keys where they can be stolen.
3. Do not leave valuables in a visible location.
4. Identify all personal belongings including your clothing.
5. Do not open front doors to strangers or non-residence personnel.
6. Question strangers who appear in the building or notify Campus Security immediately.
7. Do not carry large sums of cash and do not share credit cards or PIN numbers.
8. Do not prop doors open.
9. Walk with a friend or friends after dark. Try to walk in well-lit paths and never accept rides from strangers.
10. Do not smoke in bed or have open flames in residence rooms.
11. Do not leave messages saying no one is home.
12. Lock windows if you live on the first floor.
13. Emergency maintenance calls should be reported to Campus Safety at 301-7340.
14. For all other emergencies, please contact Campus Safety at 301-7340.

## **RESIDENCE HALL EMERGENCY PREPAREDNESS**

In order to ensure the health and safety of residents, the college has established the following procedures in residence halls:

1. Know in advance where to take cover in your bedroom, shower, communal area and on campus (i.e., basements of Brownlee, Steele, Gym, Library).
2. Be aware of where windows and mirrors, heavy wall hangings or bookcases are located.

### **During Earthquakes**

**DUCK and COVER.** The best place to take cover is under a desk, or in the doorway of your room. Stay away from outside walls.

Try to remain inside your room. You are much more likely to be hurt if you enter an area where there is flying debris.

### **After the shaking has stopped**

If you or someone else in your room needs assistance, hang a help sign in your window area.

Exit the building using the nearest available and unblocked staircase. Once you are out of the room (Saxon), go to the north end of the parking lot near the Counseling Center and stand at least 30 yards from the building.

Neptune I and II go to the west of your dormitory out on Neptune Street 30 yards from the building.

If you notice the smell of gas, be sure to report this right away to Campus Safety (301-7340).

Residence Life Staff along with Campus Safety should begin conducting a head count in order to account for all students. Maintenance and Campus Safety will conduct a search of buildings.

Do not re-enter any buildings unless you are authorized to do so by a college official.

## RESIDENCE HALL EMERGENCY PREPAREDNESS

### During Severe Weather

Stay clear of windows and doors that lead to the outside. Go to the lowest level of the building that you are in and do not attempt to go outside of the building. Sit with your knees up, head down and hands covering your head. Stay inside until given instructions to evacuate. If someone needs assistance, hang a help sign in your window. If your building is evacuated, go to the north end of the parking lot near the Counseling Center. Resident Assistants and Security will conduct head counts to account for all students. Maintain contact with Security Staff for revised weather updates.

### FIREARMS

The possession or carrying of firearms, any type of explosives (including firecrackers), chemicals or other weapons are strictly prohibited on the campus. This includes hunting bows, arrows, box cutters and knives.

### STUDENT RESPONSIBILITY

The cooperation, involvement, and personal support of students in the campus safety program is crucial to the success of this program. Students must assume responsibility for their own personal safety and security of their personal belongings by using common sense precautions. Students should be aware of their environment and surroundings at all times.

Exterior doors to residential areas should **NEVER** be propped open.

Room doors should **always remain locked**, even when you leave for a brief time.

Residents should know visitors and ask for identification before allowing anyone access to their room or a campus building.

Always keep keys with you and never lend them.

Cars should be parked in a lighted area and kept locked. **Do not leave** valuables in your car, unless locked in the trunk.

Report any suspicious individuals to Security or Housing Personnel immediately.

## **CAMPUS CRIME STATISTICS**

In accordance with the Tennessee College and University Security and Information Act of 1989, each institution of higher education within the state is required to report to the Tennessee Bureau of Investigation each month, consistent with the F.B.I.'s Uniform Crime Report (UCR), all statistics concerning crimes occurring on campus and in student housing.

### **Crimes that must be Reported**

**Murder**  
**Sex Offenses**  
**Robbery**  
**Simple Assault**  
**Burglary**  
**Vehicle Theft**  
**Larceny-Theft**  
**Vandalism**

### **Arrests**

**Liquor Law Violations**  
**Drug Violations**  
**Weapons Possession**  
**Judicial Hearings on Above^**

## **IMPORTANT PHONE NUMBERS**

**Campus Security is available 24 hours a day 7 days a week including Holidays**  
 For Emergencies... .....Dial 9+911  
 (Police, Fire, Ambulance)

To Notify Security .....901.301.7340  
 of an emergency on campus

Residence Guard House.....901.435.1480\*

Compliance Officer.....901.435.1477\*

Maintenance..... 901.301.0460\* (External Number Only)

Counseling Center/Dean of Students.....901.435.1733\*

Health Center.....901.435.1460\*

**\* Please note that the above numbers can be dialed on campus with the last four digits only.**

## **EMERGENCY TELEPHONES**

Four (3) **Emergency Call Boxes** are located on campus:

**(1) located between Hollis Price Library & Brownlee Hall**

**(1) located behind the north end of GOH Science Building**

**(1) located behind Bruce Hall Gym**

The Emergency Call Boxes are direct lines to the Security Office. When activated, Security has voice contact with each caller and is immediately dispatched.

## **PARKING & VEHICLE OPERATION**

All persons operating a vehicle on college property must be properly licensed. All vehicles parked on LeMoyne-Owen College property should have a current LOC (LeMoyne-Owen College) issued decal and be registered by the college.

The maximum speed limit on campus property is 5 m.p.h. Vehicles should not operate at excessive speeds. Extra care should also be observed during inclement weather, traffic, or pedestrian congestion.

Operating a motor vehicle in any area other than a roadway intended for motor vehicles is prohibited.

Any accident must be reported to the Campus Security Department (901.301.7340) immediately. Any vehicle break-ins or incidents should also be reported immediately.

## **IMPOUNDED VEHICLES/TOWED VEHICLES**

The college may authorize the towing (without advance notice) of any vehicle parked in a fire lane, designated handicapped parking space, spaces reserved for designated vehicles, or vehicles parked in such a manner as to impede traffic, or disrupt the orderly affairs of the college.



## **CAMPUS SECURITY PROGRAMS & SERVICES**

### **Emergency Telephones-**

Exterior security phones are installed outside campus buildings at strategic locations. Exterior emergency phones are painted in bright purple and yellow paint. Each phone has a yellow or blue strobe light on top that will also alert others. These phones have automatic dialers and will dial directly to the Campus Security Dispatcher. Interior telephones are installed inside campus buildings and Security can be contacted by dialing **(901-301-7340)**

### **Escort Service-**

Safe walk services will be provided for any student, faculty or staff person that requests an escort. A safe walk will offer an alternative to walking alone after dark. Safe walk will involve Campus Security Officers and students. Safe walk will also offer drop by service for those individuals working late on campus. To use this service contact Campus Security at **(901-301-7340)**

### **Public Crime Logs**

Due to recent new attention focused on monitoring the safety of students on college campuses, Crime logs are being made available for public viewing during normal business hours (Monday through Friday). Crime logs contain the nature of incidents, date of occurrence, and the general location where the incident occurred. Crime Logs are prepared monthly and are kept in the Compliance Office 1058 Hollis F. Price.

### **Lost and Found**

Campus Security will account for any lost property that is reported. Persons finding lost items should hand such items over to Campus Security. All lost and found items will be retained for three months or until claimed by the owner.

### **Parking and Traffic Control**

Campus Security monitors compliance with all parking regulations and will enforce and issue citations for violations.

### **Emergency Response**

Campus Security Officers will evaluate and respond to a situation in a timely and appropriate manner. For specific guidance, Campus Safety will refer to LOC ERCP-A-100 (Emergency Response and Contingency Plan).

### **Campus Access and Inspection**

Campus Security Officers normally are located between two locations: Brownlee Hall and Saxon Dorms. Officers are posted at these locations 24 hours a day. Officers will inspect buildings and grounds and will document and report any safety hazards.

### **Incident Reporting and Investigations**

Campus Security Officers will document and report information involving incidents occurring on campus. The Compliance Officer and other College Administrators will handle investigations.

### **Promotion of Crime Prevention Programs**

Campus Security will work closely with Student Affairs and Counseling Services to bring programs and workshops to the campus. These programs and seminars will offer information on Campus Safety, Identity Theft, Date Rape, Relationships in Danger, and Personal Protection.

## **CAMPUS CRIME PREVENTION**

Campus Security would like all members of the campus to be safe. To ensure that the campus community is as safe as possible, we offer the following suggestions:

1. Try to park in well-lit areas. Remember it may be dark when you return.
2. Always lock your car and place all valuables out of sight.
3. If you must carry a purse, carry it close to your body with the clasp closed.
4. If possible, utilize ATM machines during daylight hours that are located inside commercial establishments.
5. Never leave your purse or valuables unattended.
6. When returning to your car, be alert to suspicious people or vehicles in the parking lot.
7. Have your keys in hand avoid any unnecessary delays in entering your vehicle. Lock your doors after entering the vehicle.
8. While driving home, remember to buckle your seat belt, and please do not drink and drive.

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.



Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Student Housing and Judicial Affairs Officers must keep statistics on the following crimes and the number of people referred to for disciplinary action for drug, liquor law and weapons violations.

Arson, Criminal Homicide-Manslaughter by Negligence, Criminal Homicide-Murder and Non-negligent Manslaughter.

Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Weapon Law Violations, Drug Abuse Violations, Liquor Law Violations.

### **Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

**Sex Offenses-Forcible**, Forcible Rape, Forcible Sodomy, Sexual Assault with An Object, Forcible Fondling, **Sex Offenses-Non-Forcible**, Incest, Statutory Rape.

<http://www.securityoncampus.org>

### Student Right-to-Know and Campus Security Act

During the periods indicated, the following offenses were reported to have occurred on the LeMoyne-Owen College campus:

	Total Crimes Reported For		
	2018	2019	2020
<b>Offense Type (Includes Attempts)</b>			
Murder & Non-negligent Manslaughter	0	0	0
Manslaughter	0	0	0
Forcible Sex Offenses	2	0	0
Non-Forcible Sex Offenses	1	0	0
Robbery	0	0	0
Assault -Aggravated	0	0	0
Simple Assault- Intimidation	3	1	1
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Larceny Theft	2	0	0
Vandalism	0	0	0
Hate Crimes	0	0	0
<b>Totals</b>	<b>8</b>	<b>1</b>	<b>1</b>

Offense Type (Includes Attempts)	2018		2019		2020	
	Resident	Other	Resident	Other	Resident	Other
Liquor Law Violations - Arrests	0	0	0	0	0	0
Liquor Law Violations - Referrals	0	0	0	0	0	0
Drug Law Violations - Arrests	0	0	0	0	0	0
Drug Law Violations - Referrals	0	0	0	0	0	0
Weapons Law Violations - Arrests	0	0	0	0	0	0
Weapons Law Violations - Referrals	0	0	0	0	0	0

## ACCESS CONTROL

The primary purpose of access control at LeMoyne-Owen College is to monitor movement of persons on campus. Campus Security's responsibility is to ensure that all persons on campus, who are not students, faculty, or staff, be issued the proper visitor's badge. Persons visiting a specific department should stop at campus security to obtain a visitor's badge. Vendors/Contractors must also check in with security to receive a contractor's badge. COVID-19 Guideline requires temperature check and proof of having received COVID-19 vaccine. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution.

All students, faculty and staff are **required** to have a current LeMoyne-Owen Identification Badge. COVID-19 Guideline requires temperature check and proof of having received COVID-19 vaccine. The badges are to be visible, always worn on the outer clothing while on campus.

### Citywide Early Warnings

The city of Memphis has a siren system which, when activated, will alert the general public to tune into radios to the Emergency Broadcast System stations for receipt of emergency instructions. The initial sounding of the siren system will not necessarily require evacuation of the campus but may include certain protective actions with instructions to listen to the radio or television for further instructions.

For more information regarding Emergency Management and Response please refer to the following resources:

LeMoyne-Owen College Emergency Response and Contingency Plan. This Manual can be reviewed in the Compliance Office in Brownlee Hall 3<sup>rd</sup> Floor or on the College website.

## CAMPUS NOTIFICATION AND WARNING SYSTEM

### A. Responsibilities

The Compliance Officer (EOC Director) has the primary responsibility for promptly notifying the campus community when warranted by an emergency. Notification of the community will involve both warning that an emergency condition exists and the issuance of appropriate instructions.

The Security Office is the primary point on campus for receipt of warnings from local and state officials. Warnings may be received via public radio, telephone, or other designated agencies.

## **B. Warning and Notification Systems**

**Telephone Activation System.** In the event of an emergency, the Compliance Officer will notify various areas of the campus (i.e., residence halls) identified in the Campus Emergency Notification List. There is a maximum of 19 personnel to be contacted in the immediate areas. Persons contacted will be given general instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general location.

**Loudspeakers or Voice Command.** Notification of the campus community can also be made through the use of mobile vehicles and hand-held public address units. Emergency personnel will also make on-site voice commands.

**Campus Bell and Fire Alarm Systems.** Notification of the campus community can be made by ringing the bell and activating the Fire Alarms in campus buildings.

**E2 Campus Text Messaging System.** Notification of the campus community can be made by the emergency text messaging system. The campus will receive emergency messages via text and email with instructions that may require evacuation and/or protective actions to take.

### **Citywide Early Warning Systems (Sirens).**

Three sirens are located on South Parkway, Bellevue, and McLemore Streets. When activated, they may be heard throughout the entire campus. Citywide warnings are activated when there is a potential threat in Shelby County.