



# LEMOYNE- OWEN COLLEGE



## ANNUAL SECURITY AND FIRE SAFETY REPORT

**2025**

## **EQUAL OPPORTUNITY POLICY**

LeMoyne-Owen College subscribes to a policy of equal opportunity. The College believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the college seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty, and staff. For these reasons, decisions concerning admission to College academic and other programs, as well as employment decisions in all College departments and offices, are made on the basis of an individual's qualifications to contribute to meeting LeMoyne-Owen College's educational objectives and its institutional needs. In applying this policy, the College is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status, or disability unrelated to job or program requirements. In addition to the general policy just defined, LeMoyne-Owen College has specific legal obligations as a recipient of federal financial assistance and as a federal contractor.

These obligations include the development and implementation of a plan to undertake appropriate forms of affirmative action to employ women, people of color, people with disabilities, and Vietnam-era and disabled veterans. LeMoyne-Owen College's affirmative action plan is available for review at the college upon request. The college president and executive council are responsible for overseeing the implementation of this equal opportunity policy and the affirmative action plan. The Director of Human Resources is responsible for monitoring the college practices and procedures to ensure compliance with our policy and federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act, Violence Against Women Act, Title VII and Title IX of the Education Amendments of 1972. Inquiries regarding these matters should be directed to LeMoyne-Owen College, Attn: Human Resources, 807 Walker Memphis, TN 38016.

## **NONDISCRIMINATION STATEMENT**

In compliance with Title IX of the Education Amendments of 1972, Title VII, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, LeMoyne-Owen College does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or status as a disabled or Vietnam-era veteran in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities.

The Vice President of Student affairs is individual designated by LeMoyne-Owen College to coordinate its efforts to comply with Violence Against Women Act, Title IX, Title VII, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Violence Against Women Act, Title IX, Section 504 or other aspects of LeMoyne-Owen College equal opportunity or affirmative action programs should be directed to LeMoyne-Owen College, Attn: Vice President of Student Affairs, 807 Walker, Memphis, TN 38016 or (901) 435-1544.

## TABLE OF CONTENTS

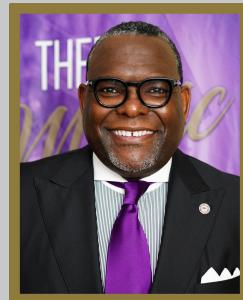
A Message from the President .....	3
The Jeanne Clery Act, Legal Requirements .....	4
The Department of Campus Safety: Who We Are .....	4
Our Mission and Values .....	5
Interagency Cooperation .....	6
Reporting Criminal Incidents and Other Emergencies .....	6
Monitoring and Recording Criminal Activity at Off-Campus Organizations .....	6
Access to Campus Facilities .....	6
Security Considerations in the Maintenance of Campus Facilities .....	6
Timely Warning and Emergency Notification – LOC Alert System .....	7
Distribution of Campus Safety Alerts .....	7
Daily Crime Log .....	7
Emergency Preparedness .....	7
Harassing Phone Calls .....	7
Zero Tolerance Policy .....	8
Missing Person Policy .....	8
Alcohol Policy .....	8
Off-Campus Conduct Related to Alcohol .....	9
Violation of the Alcohol Policy .....	9
Drug Policy .....	10
Violence Against Women Act (VAWA) 2013 .....	10
Sexual Assault Policy .....	10-11
LOC Statement on Sexual Misconduct .....	11
Statement on Domestic Violence .....	12
Definition of Domestic Violence .....	12
Definition of Dating Violence .....	13
Statement on Stalking .....	13
Definition of Stalking .....	13
Reporting Sexual Misconduct .....	14
Filing a Report with Campus Safety Department .....	15
Changing Living and Academic Situations .....	16
Sex Offender Information .....	16
Campus Sex Crime Prevention Act .....	16
Campus Escort Program .....	16
Preventive Programs.....	16-17
Victim Reporting .....	17-18
Victim Accommodation .....	18
Preserving of Evidence .....	18
Reporting Procedure .....	19-20
Sexual Assault Prevention Tips .....	20
What Can You Do If Confronted? .....	21
Statistics .....	21
How Do We Compile These Statistics? .....	21
Clery Act Definitions of Reportable .....	22
Section 1- Crimes .....	22-23
Section 2- Reportable Arrest .....	24
Section 3- Hate Crimes.....	24-25
Section 4- Violence Against Women .....	25
Fire Safety .....	25-26
Training.....	26
Evacuation Procedures.....	27
Annual Disclosure of Crime.....	28
Annual Disclosure of Fire Safety .....	29
Emergency Contact Numbers .....	30
Campus Safety Map .....	31

## MESSAGE FROM THE PRESIDENT

Safety is a top priority and a responsibility shared by the entire LeMoyne-Owen College community. Leading these efforts is our Campus Safety Department. Our department is comprised of highly trained campus safety officers and dedicated administrative staff who proactively work to ensure the safety of our students, employees, and visitors.

LeMoyne-Owen offers a range of services to promote safety, including escort services available from sunset to sunrise and comprehensive crime prevention programs that cover a wide array of personal safety topics. Detailed information on our policies, procedures, and available resources is provided within this report.

We trust that you will find this information helpful and informative. Thank you for partnering with LeMoyne-Owen College in our unwavering commitment to maintaining a safe and secure campus environment.



**Dr. Christopher Davis,  
President**

## A MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY



**John Evans,  
Director of Campus Safety**

### To the LeMoyne-Owen College Community –

Thank you for taking time to review this year's annual security report. This report is designed to provide you with important information about safety and security on campus. In addition to outlining the details of the many programs that LeMoyne-Owen College offers community members, the report also contains statistics about crime on campus. When you review the statistics, you will note that LeMoyne Owen College is an extremely safe campus. The safety you experience on campus is due in part to the combined efforts of many different departments and individuals.

Safety is a shared responsibility and we rely on every community member to contribute to security and safety on campus by reporting suspicious activities and using common sense approach when going about their daily activities. The Department of Campus Safety is primarily responsible for developing services, programs, and strategies for maintaining a reasonably safe campus. In order to meet this goal, the department focuses primarily on four functions.

First is a strong partnership with the community. We recognize that we provide services with consent from our community and support the idea that all relationships require constant nurturing. We are committed to the philosophy of community-oriented public safety and problem solving which we carry out through our community. Second, we focus on the emergency management function which requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations.

LeMoyne-Owen College has a proactive approach to planning for emergencies and these efforts are led by the Campus Safety Department. Third, we attempt to leverage security technology to serve as a force multiplier for our safety and security efforts.

LeMoyne-Owen College is preparing to invest in several different systems that allow us to enhance safety through technology. These systems include automated card access to many facilities on campus, over 144 security cameras strategically placed throughout our campus, and an onsite safety office prepared for a command center.

Finally, the department is charged with the enforcement of the institution's policies and regulations, federal, state and local laws. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without disruptions. We hope you find this report informative and helpful, and that your stay at LeMoyne-Owen College will be enjoyable and safe. If you have questions or would like further information about safety and security at LeMoyne-Owen College, please visit us at [www.loct.edu](http://www.loct.edu) or contact us at (901) 435-1000

### THE JEANNE CLERY ACT REQUIRES COLLEGES AND UNIVERSITIES TO:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”; and
- Disclose in a public crime log “any crime that occurred on campus ... or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.” LeMoyne-Owen College’s Department of Campus Safety is responsible for preparing and distributing this report.

We encourage members of the LeMoyne-Owen College community to use this report as a guide for safe practices on and off campus. It is available on the web at [www.loc.edu](http://www.loc.edu) or contact us at (901)435-1000.

### THE DEPARTMENT OF CAMPUS SAFETY: WHO WE ARE

The Campus Safety Department is licensed by TN Department of Commerce and Insurance. Our department is located at 831 Saxon, the Department of Campus Safety is open 24 hours a day, 365 days a year. The telephone number for emergency calls is (901) 301-7340 or (901) 461-8540; the telephone number for routine business calls is (901) 435-1000. The department consists of professional campus safety officers dedicated to providing best in class service to the community. Officers patrol the campus on foot, by bicycle and vehicle patrol. A campus safety officer is on duty 24 hours a day.



## OUR MISSION AND VALUES

Our mission is to enhance the living, learning, and working experience at LeMoyne-Owen College protecting life, maintaining order and safeguarding property. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus safety. We are committed to working with the community to define our priorities and build lasting partnerships. Our core values guide us in this mission.

### ***Integrity***

We firmly adhere to the values set forth in this document and our professional ethics, as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

### ***Respect***

We treat all members of the community and each other with courtesy, fairness and dignity.

### ***Professionalism***

We will continually develop our knowledge, skills and abilities to the highest levels possible to enable us to provide the finest public safety services to the LeMoyne- Owen College community. Our approach is based on a commitment to excellence, innovation and continuous improvement.

### ***Accountability***

We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.

### ***Service***

We are committed to enhancing public safety and increasing the community's sense of security. We will work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs and safety of others at the forefront of our minds.

### ***Mentoring***

We recognize that individual and team contributions are essential to a high-performing department. By sharing insight and guidance, and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

### ***Appreciation***

We are proud of our profession, our colleagues, our department and LeMoyne-Owen College. We recognize the sacrifices our members make to ensure the safety and security of the community. We will do everything possible to ensure that all of our members feel appreciated and are duly rewarded for their contributions.

## INTERAGENCY COOPERATION

The Campus Safety officers work closely with government agencies, the Memphis Police Department's Crump Station and surrounding precincts, as well as the Shelby County Sheriff's Office. We rely on these relationships for support on several levels. This arrangement provides us with immediate access to mutual aid and assistance from these departments. Officers from all agencies collaborate during events on the LeMoyne-Owen College campus.

## REPORTING CRIMINAL INCIDENTS AND OTHER EMERGENCIES

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Campus Safety by dialing (901) 301-7340 or (901) 691-8540. Individuals may also report incidents in person at the Campus Safety Office.

## MONITORING AND RECORDING CRIMINAL ACTIVITY AT OFF-CAMPUS ORGANIZATIONS

The LeMoyne-Owen College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students on campus. The Department of Campus Safety will actively investigate any crime information it receives concerning or involving a member of the campus community. If the College is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

## ACCESS TO CAMPUS FACILITIES

Access to campus buildings and grounds is a privilege extended to students, faculty, staff and authorized guests. The College encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access Campus buildings or property during non-business hours or for special events should contact the appropriate department administrator, Conference and Event Services or Campus Safety.

## SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

LeMoyne-Owen College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting to the Facilities. Any community member who has a concern about physical security should contact the Campus Safety Department at (901) 301-7340 or (901) 691-8590.

## **TIMELY WARNING AND EMERGENCY NOTIFICATION – LOC ALERT**

To help prevent crimes or serious incidents, the Department of Campus Safety, in conjunction with other campus departments, issues Campus Safety Alerts in a timely manner. These alerts are intended to notify community members about certain crimes in and around our community. Community members who are aware of a crime or other serious incidents should report the incident as soon as possible to the Department of Campus Safety. This ensures that a Campus Safety Alert can be issued, if warranted. If community members report crimes or serious incidents to other campus administrators, those administrators will notify the Department of Campus Safety. Representatives from these offices will promptly collaborate with the Department of Campus Safety to issue a Campus Safety Alert, if one is appropriate.

### **DISTRIBUTION OF CAMPUS SAFETY ALERTS**

The department distributes Campus Safety Alerts by emails and text messaging. Once the College determines that an alert will be issued.

### **DAILY CRIME LOG**

The Department of Campus Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction. The Daily Crime Log is available for public inspection at the department's headquarters.

The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

### **EMERGENCY PREPAREDNESS**

LeMoyne-Owen College has long recognized the need to be prepared for critical incidents. Under the guidance of the Campus Safety Department, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations.

### **HARASSING PHONE CALLS**

If you receive a series of harassing or annoying phone calls, follow these procedures: After receiving the call, hang up, immediately pick up the receiver again and dial the Campus Safety Department at (901) 301-7340 or (901) 691-8540.

## POLICIES

### ZERO TOLERANCE POLICY

LeMoyne-Owen College is an institution of higher learning and any actions that impede the learning process will not be tolerated. Therefore the following violations are grounds for a student to be IMMEDIATELY EXPELLED from LeMoyne-Owen College. Offense(s) are as follows:

- Usage of Illegal Drugs (smoking marijuana, cocaine, pills, etc.)
- Possession of Firearms – LeMoyne-Owen College is a “No Carry” campus
- Selling Drugs
- Fighting
- Theft and/or Robbery

### MISSING PERSON POLICY

LeMoyne-Owen College has adopted the following policy for reporting a student missing for a period of twenty-four (24) hours from campus housing. All residents must fill out an overnight request form or weekend request form. This form must be completed at least forty-eight (48) hours prior to requested date. This form must be thoroughly completed and signed by the duty staff person. At the end of the overnight stay the student must report to the staff person on duty that they have returned and that staff person will have the resident sign the same form stating they have returned along with the date and time.

### ALCOHOL POLICY

The use of alcoholic beverages on College property must be consistent with College policy and local law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where College programs are located. All state and local laws regarding alcohol are also College rules. The following is a summary from Tennessee’s state statutes of some important points related to the use of alcoholic beverages:

- A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer).
- It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages.
- It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage.
- It is a violation of state law to misrepresent age and to use false or forged documents (such as a driver’s license from any state) to obtain alcohol.

Alcohol provided to students by their parents is prohibited on campus and in College residential facilities. The College reserves the right to confiscate, retain and dispose of/destroy any and all alcohol-related paraphernalia regardless of value or ownership.

## **The use of alcohol is prohibited as described below:**

- Student(s) of any age and/or their guests of any age may not consume alcoholic beverages. Use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia including possession of empty alcohol containers is prohibited.
- Should alcohol-related problems arise in individual rooms, student residents will be confronted by College officials and held accountable for their actions and the actions of those present in their room, even when not consuming alcoholic beverages personally.
- Empty containers will be considered evidence of consumption of alcoholic beverages.
- Residents of individual rooms are responsible for ensuring that the TN State Laws are upheld at all times with regard to alcoholic beverages.
- The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
- In individual rooms and any residential facility maintained by LeMoyne-Owen College, mass quantities of alcoholic beverages are prohibited, regardless of the resident's age. This includes, but is not limited to, items such as kegs, multiple cases of beer, and stocked bars.
- Partying that becomes detrimental to the community is inappropriate.

In facilities with shared living spaces such as bathrooms, living rooms, hallways, kitchens and jointly shared storage space, all residents with access to, or control over, the shared space may be held accountable for evidence of violation of College policies.

## **OFF-CAMPUS CONDUCT RELATED TO ALCOHOL**

Any student possessing, selling, distributing, purchasing, using, consuming alcoholic beverages off campus while under the age of 21 (or the legal age in other jurisdictions) will be assumed to have violated the State Law, and thus the alcohol policy of the College. In addition, any indication of use of false identification to purchase such will be thoroughly investigated and responded to accordingly. Response to off-campus conduct may bring with it some involvement from law enforcement officials.

## **VIOLATION OF THE ALCOHOL POLICY**

Violations of the alcohol policy will be enforced by the Student Affairs staff, Residence Life staff, College officials, and other members of the College community. Individuals, student groups or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events, as well as be subject to disciplinary actions by the Student Affairs staff.

Students who violate state and local laws or College regulations concerning alcohol usage can expect to be subject to disciplinary action in accordance with College procedures up to and including suspension or dismissal from the College. Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up.

These violations include, but are not limited to, possessing or consuming mass quantities of alcohol, and abusive consumption of alcohol, which includes but is not limited to:

- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community, such as requiring others to watch over you, including friends
- Impacting College operations, such as Security and Residence staff duties

## DRUG POLICY

The illegal use of drugs at LeMoyne-Owen College is not tolerated. This includes the abuse and medically unsupervised use of prescription drugs. Disciplinary action will be taken against any student who is involved in such use of drugs.

The unlawful manufacturing, possessing, having under control, selling, transmitting or being party thereto of any dangerous drug, controlled substance or drug paraphernalia on College premises or at College-sponsored activities is prohibited. Drug paraphernalia, particularly containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the College and/or referral to law enforcement officials. Sanctions for the illegal sale or distribution of drugs (narcotics, depressants, stimulants, hallucinogens, etc.) on campus or within the institution's jurisdiction or at any event controlled by the College may include immediate expulsion from the College and referral for criminal prosecution.

In residential facilities with shared living space such as bathrooms, living rooms, hallways, kitchens, and jointly held storage space, which all residents have, access to, and control over; the residents of that shared space will be held accountable for evidence of violations of College policies. It is a violation of College policy to knowingly be in the presence of others who possess illegal drugs or paraphernalia, or to be in the presence of a person using illegal drugs. The College reserves the right to confiscate, retain and dispose of/destroy any and all drug- related items regardless of value or ownership.

## Violence Against Women Act (VAWA) 2013

Under the leadership of then-Senator Joe Biden, Congress recognized the severity of violence against women and our need for a national strategy with the enactment of the Violence Against Women Act in 1994. This landmark federal legislation's comprehensive approach to violence against women combined tough new provisions to hold offenders accountable with programs to provide services for the victims of such violence.

## ***Sexual Assault Policy***

LeMoyne-Owen College is committed to promoting an environment which preserves the safety and dignity of its students. When dealing with students who have engaged in sexual -

activity and where one or more individuals have been victimized, the College reserves the right to intervene disciplinarily in keeping with our expectations of students. Sexual misconduct is a violation of the College's Student Code of Conduct and Harassment Policy. The following section provides a policy statement, additional helpful information, and an explanation of how the College will respond to complaints of sexual misconduct such as rape, sexual assault and sexual exploitation.

## LOC STATEMENT ON SEXUAL MISCONDUCT

LeMoyne-Owen College views, with the utmost seriousness, any form of non-consensual sexual activity and sexual misconduct. Sexual Misconduct is defined as "engaging in, or attempting to engage in, any one or more sexually offensive acts with or directed at another person without obtaining his or her consent." Rape, sexual assault and most forms of sexual exploitation described below are violations of the state of Tennessee's(TCA) Code. Sexual Misconduct of any kind is prohibited and unacceptable. LeMoyne-Owen College undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual misconduct in a non-criminal context.

**ALTHOUGH THE DEFINITIONS AND PROCEDURES USED MAY BE SIMILAR TO CRIMINAL LAW OR THE CRIMINAL COURT SYSTEM, THEY ARE SPECIFIC TO LEMOYNE-OWEN COLLEGE AND LIMITED TO THE MEANING AND USE GIVEN THEM BY THE COLLEGE. AN ACT, WHICH MIGHT NOT BE CRIMINALLY PROSECUTED, MAY STILL VIOLATE COLLEGE POLICY.**

### *Defining Sexual Assault*

- Any sexual physical contact that involves the threat or use of force or violence, or any other form of coercion or intimidation
- Any sexual physical contact with a person who is unable to consent due to incapacity or impairment (including being asleep or under the influence of alcohol or drugs)
- Completed or attempted forced penetration of a victim
- Completed or attempted alcohol/drug-facilitated penetration of a victim
- Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else
- Completed or attempted alcohol/drug-facilitated acts in which a victim is made to penetrate a perpetrator or someone else
- Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or acquiesce
- Unwanted sexual contact
- Non-contact unwanted sexual experiences

\*\*Acquaintance rape is when someone you know forces you to have sex against your will whether you are passed out, too drunk to refuse, too scared to argue, or for some other reason do not give consent. It victimizes women and men – whether straight, gay, lesbian or bisexual." Sexual misconduct of any kind is prohibited and unacceptable. The College views with

the utmost seriousness any form of non-consensual sexual activity and sexual misconduct. "Sexual Misconduct" is engaging in, or attempting to engage in any one or more sexually offensive acts (described below) with or directed at another person without obtaining his or her consent.

Rape, sexual assault and most forms of sexual exploitation described below are violations of Tennessee's Criminal Code. However, the College undertakes inquiries and disciplinary hearings and renders disciplinary sanctions regarding sexual misconduct in a non-criminal context.

***ALTHOUGH THE DEFINITIONS AND PROCEDURES USED MAY BE SIMILAR TO CRIMINAL LAW OR THE CRIMINAL COURT SYSTEM, THEY ARE SPECIFIC TO LEMOYNE-OWEN COLLEGE AND LIMITED TO THE MEANING AND USE GIVEN THEM BY THE COLLEGE. AN ACT, WHICH MIGHT NOT BE CRIMINALLY PROSECUTED, MAY STILL VIOLATE COLLEGE POLICY.***

### **LOC STATEMENT ON DOMESTIC VIOLENCE**

The College prohibits domestic violence, domestic abuse, spousal abuse, intimate partner violence, battering of women of any kind on the basis of sex, gender, sexual orientation (male-to-female, female-to-male, female-to-female, male-to-male), and any other forms of violence prohibited by federal or state law. This policy applies to all College community members, including faculty, staff, students and administration. Vendors, independent contractors, visitors and others who conduct business with the College are also expected to comply with this policy. The College will take appropriate action when this policy is violated by community members and guests.

### **DEFINITION OF DOMESTIC VIOLENCE**

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

**Physical Abuse:** Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc., are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

**Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

**Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to, constant criticism, diminishing

one's abilities, name calling, or damaging one's relationship with his or her children.

**Economic Abuse:** Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

**Psychological Abuse:** Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

## DEFINITION OF DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

## LOC STATEMENT ON STALKING

Stalking refers to repeated and threatening behavior directed toward a person that leads to concern or fear about personal safety. Any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury or harm to property.

## DEFINITION OF STALKING

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

### ***Stalking can include:***

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
- Repeatedly leaving or sending victim unwanted items, presents, or flowers.
- Following or laying in wait for the victim at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing victim through the internet.

Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.

Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work or neighbors, etc.

## REPORTING SEXUAL MISCONDUCT

The College encourages students to make use of appropriate resources and will assist all persons involved in an allegation of sexual misconduct. When a person is subjected to sexual misconduct he/she has reporting options:

- File an anonymous incident report. This provides a way for a reporting party to seek personal assistance and information without entering the campus judicial system. The College will not initiate proceedings under its student disciplinary process unless there are compelling reasons or potential danger to other community members.
- File an incident report with the Campus Safety Department.
- File a complaint of sexual harassment with Human Resources department.
- File a criminal report with the Memphis Police Department.

### ***These reporting options can be exercised in the following ways:***

- Report directly to the Memphis Police Dept. only .....(901) 545-2677 or 911
- Report directly to Campus Security .....(901) 301-7340
- Report to the Human Resource Office .....(901) 435-1450

### ***What to do if you or someone you know is sexually assaulted:***

- Go to a place that is safe and seek medical treatment. Whether or not you decide to report the incident, seek medical treatment immediately and get counseling as soon as possible. Do not douche, bathe, shower or change clothes before seeking medical attention! Preserving evidence is important in later pursuing a criminal or other judicial case. Do not wash sheets or other bed coverings where critical DNA evidence may be found.
- If you need medical transport to a hospital, call the Department of Campus Safety at (901) 301-7340 or (901) 691-8540. Calling for transport will not result in an investigation unless the survivor wants to pursue one.

## ANY MEMBER OF THE COLLEGE COMMUNITY WHO WISHES TO FILE A COMPLAINT SHOULD CONTACT THE DEPARTMENT OF CAMPUS SAFETY

The officers' primary concern will be the safety of the survivor. Reporting the incident to the Department of Campus Safety does not mean that a survivor must file criminal charges. The survivor maintains the ultimate decision of whether to go forward with an investigation.

- Report the sexual assault to the authorities. The more often sexual assaults are reported, the easier it may be to prevent them. Reporting the incident does not mean that the survivor must proceed with a criminal prosecution. Immediately following an attack, the survivor should write down everything she or he remembers about the incident, include:
  - Physical description of the suspect(s);
  - Information about the identity or location of the suspect(s);
  - The use of any threats or force.

Regardless of whether the survivor wants to pursue criminal prosecution, she or he should contact the Department of Campus Safety at (901) 301-7340 or (901) 691-8540, or a local law enforcement agency by dialing 911.

## FILING A REPORT WITH THE DEPARTMENT OF CAMPUS SAFETY

If the survivor or witness elects to contact the Department of Campus Safety to file a formal report of the assault, an officer will investigate the sexual assault and will work with the individual to gather the pertinent information. The survivor always retains the right to decide whether she or he wants to proceed with a criminal prosecution. The officer will ensure that the survivor gets the assistance she or he needs. The safety of the survivor will always remain the top priority of Department of Campus Safety members. Students may contact local law enforcement agencies. Members of the Department of Campus Safety and other College officials will assist the student in notifying the appropriate agency in the applicable jurisdiction.

### ***File an Internal Complaint with the College***

If you have been sexually assaulted, you have options for addressing such conduct. You may wish first to discuss the problem privately with a counselor or an adviser in the HR office.

The College response system is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt and appropriate resolution process. The process is designed to help persons who need support as they address these incidents, and incorporates both informal resolutions and formal disciplinary procedures.

The resolution of a formal sexual assault complaint is handled by the appropriate College judicial system. HR determines whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. Procedures for resolving complaints regarding sexual harassment and assault are detailed in Rights, Rules and Responsibilities. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding.

Both the accuser and the accused will be informed of the outcome of any proceeding. During any sexual assault complaint proceeding, the College has a wide range of latitude when determining sanctions. Those sanctions may range from probation to expulsion from the college.

## **CHANGING LIVING AND ACADEMIC SITUATIONS**

If an LeMoyne-Owen College student who is a survivor of a sexual assault or relationship violence requests a change in her or his living arrangements or academic schedule, the Office of Academic Affairs will assist the student. In conjunction with the Office of the Dean of Students Affairs, these offices will authorize changes to a student's living or academic arrangements, as long as those changes are reasonably available.

## **SEX OFFENDER INFORMATION**

The Violence Against Women Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. Below is the website address for the state of Tennessee Sexual Offender Registry <https://www.tn.gov>

## **CAMPUS SEX CRIMES PREVENTION ACT**

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained.

## **CAMPUS ESCORT PROGRAM**

If you must travel alone at night, the campus escort program provides a safe, reliable way to travel throughout the campus. The program consists of calling Campus Safety Department for an officer to escort you to your vehicle or class.

## **PREVENTIVE PROGRAMS**

The Department of Campus Safety maintains a close relationship with the Memphis LeMoyne-Owen College is committed to increasing awareness of and prevention of the forms of gender-based misconduct. All incoming students and new employees are provided with programming and strategies intended to prevent the occurrence of gender-based misconduct acts such as sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that the institution prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information

about risk reduction, and our policies and procedures for responding to these incidents. Prevention campaigns are also offered throughout the year.

These programs include:

1. Student Orientation
2. New Employee Orientation
3. Housing and Residence Life Workshops
4. Sexual Assault Prevention sessions with Memphis Police Dept. (Sex Crimes Unit)
5. Bystander Intervention Training
6. Title IX Workshops

## VICTIM REPORTING

3

The institution strictly prohibits all acts of gender-based misconduct crimes including sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by the institution. Individuals found responsible for having committed such a violation may face permanent expulsion, termination of employment, suspension, or probation.

The office of student affairs and Judicial Council will handle incidents involving accused students. All judicial proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have received annual training on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability.

The Vice President for Student Affairs and the Judicial Conduct Board will make the determination of responsibility for students. Some examples of the interim measures that can be put into place: no contact order, class changes, rescheduling assignments and examinations, housing assignment change, ability to drop courses after normal dates and providing an escort to walk with reporting party around campus.

In all proceedings, including any related meetings, both the complaint and respondent are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice, who may be, but is not required to be, an Attorney or Non-Attorney Advocate.

Both the student respondent and the complainant shall simultaneously be informed in writing of the outcome made by the Vice President of Student Affairs and the Office of Judicial Counsel. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not to share the details with any third parties.

Sanctions for the finding of responsibility include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions. The Judicial Council Board has complete discretion regarding sanctioning. In determining appropriate sanction(s) for a violation of this policy, the hearing body will first consider whether expulsion (permanent removal) from the college is appropriate. While expulsion is the starting point for consideration, the Judicial Council Board has discretion to decide that different sanctions are appropriate. Factors that are pertinent to the determination of what sanctions apply include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the respondent (shared with a panel only upon a finding of responsibility to the allegation), respondent's willingness to accept responsibility for his/her actions, previous institution response to similar conduct and the college's interests

## **VICTIM ACCOMMODATION**

LeMoyne-Owen College is committed to providing students and employees with a safe learning or working environment regardless of whether they report an incident of gender-based misconduct to law enforcement or pursue any formal action. Upon request, the institution will make any reasonably available change to a victim's academic, housing, transportation, and/or working situation, these accommodations they are available regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

The Office of Student Affairs and Judicial Services will notify students in writing of the available options and employees will be notified by Human Resources of their available options. If the victim reports to Campus Security, the office can refer the victim to local law enforcement to obtain protective/restraining order from a criminal court. The college is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. The institution is also committed to protecting victims from any further harm, the Vice President of Student Affairs or Judicial Services may also issue a no-contact.

## **PRESERVING OF EVIDENCE**

**Dating Violence, Domestic Violence, Sexual Assault, And Stalking: Procedures**  
**Importance of Preserving Evidence** Regardless of whether an incident of sexual misconduct or interpersonal violence is reported to the police or college personnel, you are encouraged to preserve evidence to the greatest extent possible, as this will best maintain all legal options for you in the future. Preservation of evidence is essential for both law enforcement and the institutions investigations, it provides supporting information for obtaining Protective Orders. Pamphlets and written literature are available in the Campus Safety Office to provide victims with information regarding outside resources. Below are suggestions for preserving evidence related to an incident of sexual misconduct, relationships or interpersonal violence.

It is important to keep in mind that each suggestion may not apply in every incident: Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), if you wish to preserve evidence you should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.

- If possible, you should not shower, bathe, wash, douche, brush hair, drink, eat, or change clothes or bedding before a forensic medical exam.
- Even if you do not want evidence collection, you are still encouraged to seek prompt medical care. A health care provider can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.
- If you decide to change clothes or bedding, you should not wash the clothes worn or bedding used during the incident, and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag). However, even if you have already done these things, a forensic exam may still be able to collect valuable evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Write down as much as you can remember about the circumstances, including a description of the assailant.
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident.

## REPORTING PROCEDURE

1. Depending on when and where reported, the college personnel will provide complainant with referral to appropriate medical care.
2. Will assess immediate safety needs of complainant.
3. Will assist complainant in contacting Campus Security alternatively, local police if complainant requests and provide contact information for police.
4. Will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.
5. Will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties.

6. Will provide a “No Trespass” directive to the accused party if deemed appropriate.

7. Will provide resources for victims to apply for a Protective Order.

8. Will provide a copy of the Sexual Misconduct Policy to the complainant and inform them regarding timeframes for inquiry, investigation, and resolution. The Sexual Misconduct Policy includes a section explaining the procedures for disciplinary action for dating violence, domestic violence, sexual assault, and stalking.

9. Will inform the complainant of the outcome of the investigation, including whether the accused will be administratively charged and what the outcome of the hearing is.

10. Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sexual-based discrimination or for assisting in the investigation.

11. Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of their rights and options.

### SEXUAL ASSAULT PREVENTION TIPS

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from unopened containers or from drinks you have watched being made and poured.
- Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink.
- Hold a cup with your hand over the top or choose drinks that are contained in a bottle and keep your thumb over the opening.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged.
- Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital, and ask to be tested.
- Keep track of how many drinks you have had.
- Leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

## WHAT CAN YOU DO IF CONFRONTED?

1. Get to a safe place.
2. Report on the situation to someone in a position of authority, e.g., a faculty, counselor, Area Coordinator or the Campus Security.
3. Immediately preserve all evidence of the offense.
4. Request assistance for personal safety.
5. Obtain order of protection or a no contact order.

## STATISTICS

The Department of Campus Safety maintains a close relationship with the Memphis Police Department to ensure that it is notified of any crime report that is made directly to them. The Department of Campus Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

Both the accuser and the accused will be informed of the outcome of any proceeding. During any sexual assault complaint proceeding, the College has a wide range of latitude when determining sanctions. Those sanctions may range from probation to expulsion from the college.

## HOW DO WE COMPILE THESE STATISTICS?

The Department of Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety Officers enter all reports of crime incidents made directly to the department. After an officer enters the report, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category.

The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook.

### SECTION 1 – CRIMES

Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.

***Negligent Manslaughter*** -The killing of another person through gross negligence.

#### Forcible Sex Offenses

A. ***Forcible Rape*** – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

B. ***Forcible Sodomy*** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

C. ***Sexual Assault with an Object*** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

D. ***Forcible Fondling*** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

#### Non-forcible Sex Offenses

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

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

#### ***Robbery***

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (Includes attempts)

### ***Aggravated Assault***

An unlawful attack by one person upon another for the purpose of inflicting severe or bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

### ***Burglary***

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

### ***Arson***

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.



## SECTION 2 – REPORTABLE ARREST

### **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

### **Drug Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Weapon Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

**ALL WEAPONS ARE PROHIBITED ON LEMOYNE-OWEN COLLEGE CAMPUS.**

## SECTION 3 – HATE CRIMES

### ***Hate Crimes***

A criminal act involving one or more of the crimes listed in Section 1, the crimes of Theft, Simple Assault, Intimidation or Vandalism, or any other crime involving bodily injury which: was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

### ***Theft (Larceny)***

Includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin-Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

### ***Simple Assault***

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

### ***Intimidation***

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to a physical attack.

## ***Vandalism***

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **SECTION 4 – VIOLENCE AGAINST WOMEN**

### ***Domestic Violence***

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

### ***Dating Violence***

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

### ***Sexual Assault***

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

### ***Stalking***

A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

## **FIRE SAFETY**

The residence halls at LeMoyne-Owen College have smoke detectors in each room. Most halls have automatic sprinkler systems; building alarm systems, which are centrally monitored. Each semester fire drills are scheduled in all residence halls to ensure that students are aware of procedures to follow in the event of an actual fire. The College requires complete evacuation of buildings during a fire alarm.

Individuals who ignore fire alarms and required evacuations may face disciplinary action. Since false alarms may lower the evacuation response from students, the College will analyze the cause or causes of false alarms and work to reduce their occurrence. By reducing the number of false alarms, we hope to maintain students' diligence in responding. Fire logs are maintained in each residential hall as required by the Clery Act.

**SMOKING IS NOT PERMITTED IN BUILDINGS – LEMOYNE-OWEN COLLEGE IS A SMOKE FREE CAMPUS!**

THE FOLLOWING ITEMS ARE PROHIBITED TO PREVENT FIRE OR SPREAD OF FIRE:

- Candles
- Portable Heaters
- Hot Plates
- Extension Cords
- Ceiling Tapestries
- Halogen Lamps
- Live Christmas Trees
- Heat Generating Appliances

**TRAINING**

Fire prevention, evacuation and fire extinguisher training are provided by the residence hall team. Fire Drills: two per year in each hall



## EVACUATION PROCEDURES

All campus buildings fully evacuate upon activation of the fire alarm.

1. If you discover a fire or smell smoke, exit the building via the closed fire exit. Dial 911 or Campus Safety as soon as possible.
2. The Residence Hall monitor stationed at the lobby desk will call campus safety when an alarm is transmitted. Campus Safety will notify the Fire Department by dialing 9-1-1 immediately.
3. When the fire alarm sounds, leave at once. Close all doors behind you. Proceed into the fire exit and leave the building. After leaving the building, do not re-enter until given permission by the Police or the Fire Department.
4. Do not use elevators. They will stop if power fails, causing occupants to become trapped. Elevator shaft-ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
5. Feel the door that leads from your area to the corridor before opening it. If it is hot or smoke is seeping in, **do not open it**. If you become trapped in your location and cannot reach the fire exit, keep the door closed and seal off any cracks. Use a phone in the area to call the Fire Department by dialing 911 and giving the location of your building, the floor you are on and the office/room number (or name if number does not apply).
6. If the door feels cool, open cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against door. If corridor is clear, proceed with the escape plan.
7. People with Mobility Limitations: A responsible person or persons that may be in the area of the person with a mobility limitation may be needed to assist in the event of fire. These persons are taken into the fire exit and will remain on the landing. The Fire Department will arrive in minutes to provide assistance.
8. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach an area of refuge.

**Important:** Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped or tied open, please notify the Residence Hall monitor.

**REPORT ALL FIRES TO THE CAMPUS SAFETY DEPARTMENT OR DIAL 911**



# ANNUAL DISCLOSURE OF CRIME



In compliance with the Tennessee College and University Security and Information Act of 1989, all higher education institutions within the state are mandated to submit monthly reports to the Tennessee Bureau of Investigation. These reports must align with the standards set by the F.B.I.'s Uniform Crime Report (UCR) and include comprehensive statistics on all crimes occurring on campus and within student housing facilities.

During the periods indicated, the following offenses were reported to have occurred on the LeMoyne- Owen College campus:	Total Crimes Reported For		
	2022	2023	2024
<b>Offense Type (Includes Attempts)</b>	<b>0</b>	<b>0</b>	<b>0</b>
Murder & Non-negligent	0	0	0
Manslaughter Manslaughter	0	0	0
Forcible Sex Offenses	0	0	2
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Assault -Aggravated	1	0	2
Simple Assault- Intimidation	0	2	4
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	1	1	1
Larceny Theft	0	0	2
Vandalism	0	0	2
Hate Crimes	0	0	0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>

Offense Type (Includes Attempts)	2022		2023		2024	
	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 Drug	0	0	0	0	0	0
Law Violations - Referrals	1	0	0	0	0	0
Weapons Law Violations - Arrests	0	0	0	0	1	0
Weapons Law Violations - Referrals	0	0	0	0	0	0



# ANNUAL DISCLOSURE OF FIRE SAFETY



The Higher Education Opportunity Act, enacted in August 2008, mandates that all academic institutions in the United States generate an annual fire safety report. This report must outline the institution's fire safety practices, standards, and provide comprehensive statistics regarding all fire-related incidents that occurred on campus. This public disclosure report presents the required information for LeMoyne-Owen College, specifically for the year 2020.

## General Statement of LeMoyne-Owen College Residence Halls

The Residence Halls at LeMoyne-Owen College (Saxon II) are equipped with dual smoke detectors and fire extinguishers, ensuring the highest level of safety for all students.

Residence Halls	Fire Detection Systems (Smoke, heat, Ion)	Fire Suppression System	Fire Extinguishers present	Redundant Monitoring System	Fire Drills Conducted Each Year
Saxon Dorm II (336)  Beds Opened  October 2013	Yes	Yes	Yes	Yes	2

## Fire Safety Improvements and Upgrades

LeMoyne-Owen Facilities Management conducts thorough reviews of the smoke alarms to ensure they are in optimal working condition. Additionally, the Compliance Office takes responsibility for the annual safety inspections of fire extinguishers in the Residence Halls. They meticulously document these inspections and promptly implement any necessary upgrades, repairs, or revisions if any issues are detected. This proactive approach ensures the safety and well-being of all residents.

## Residence Hall Fire Drills

Fire drills are conducted for each residence hall once per fall and spring semester, serving as mandatory supervised evacuations in case of fire. These drills are organized by the Compliance Office in coordination with Campus Safety, Facilities Management, and the Office of Residence Life. The primary goal is to ensure the safety of all residents by preparing them for a real emergency scenario. During these drills, residents learn the proper evacuation routes, assembly points, and the importance of quick, orderly exits. Active participation in these drills is crucial for fostering a safe living environment and ensuring everyone knows how to respond effectively in the event of an actual fire.



# EMERGENCY CONTACT NUMBERS

## Campus Security Contact Information

Campus Security is available 24 hours a day, 7 days a week, including holidays.

### For Emergencies:

- Dial 9+911 for Police, Fire, or Ambulance services.
- To notify Campus Security of an emergency: 901.301.7340

### Important Contacts:

1. Guard House: 901.435.1472
2. Director of Campus Safety: 901.691.8540
3. Maintenance (External Number Only): 901.301.0460
4. Counseling Center: 901.435.1733
5. Health Center: 901.435.1460
6. Director of Student Service: 901.435.9928

2

Note: The numbers starting with 435 can be dialed on campus by using the last four digits only.



# CAMPUS MAP

- 1 HOLLIS F. PRICE LIBRARY
- 2 BROWNLEE HALL
- 3 ALMA C. HANSON STUDENT CENTER
- 4 STEELE HALL
- 5 C. ARTHUR BRUCE HALL (GYM)
- 6 GIBSON ORGILL HALL
- 7 TRACK AND FIELD / TENNIS COURTS
- 8 COUNSELING CENTER
- 9 SAXON DORME
- 10 SWEENEY HALL
- 11 MIDDLE COLLEGE
- 12 THE BELL
- 13 DR. HOLLIS F. PRICE AVE.

