INTRODUCTION

The publication of the Annual Campus Security and Fire Report is a part of Lane College’s compliance with the U. S. Department of Education Rules and Regulations CFR 34, Part 668.46 which is commonly referred to the Jeanne Clery Act and the Higher Education Act as enacted August 14, 2008. Campus Security Act. This Report also provides information on procedures to follow when a crime occurs and the resources that are available to assist faculty, staff, and student victims of campus crimes. This Report shall be distributed to current students and employees annually. This Report is also available to any applicant for enrollment or employment upon request. Paper copies of this report are available upon request from the Office of Student Affairs, Lane College, 545 Lane Avenue, Bray Hall, Room 309, Jackson, TN 38301 or by calling (731) 426.7522.

Lane College requires the Office of Student Affairs to compile this report annually, employing the current guidelines established by the U.S. Department of Education. To create this report, statistical data is collected from the Vice President for Student Affairs (Campus Security Authority), the Director of Security, and local law enforcement agencies.

The College owns one (1) off-campus housing facility. However, it has not be utilized for student housing for the past three (3) years.

While Lane College maintains no formal agreement with the Jackson Police Department, the College does maintain a strong working relationship with the Jackson Police Department and by practice major crimes that require extensive investigative resources are handled by JPD.

COLLEGE MISSION

With strong ties to the Christian Methodist Episcopal Church, the College’s mission is to develop the “whole student.” In addition to its priority of academic excellence which encompasses our primary focus on teaching and student learning, the College is also concerned about the student’s spiritual, social, and ethical development. The College believes that spiritual growth is an important part of the development of the individual. Spiritual life at the College is viewed as a quality-filled experience rather than a specific and narrow range of separate activities. Spiritual programs of learning, worshipping, and service have the purpose of illuminating life and making life more meaningful.

JEANNE CLERY ACT


The Clery Act, originally enacted by Congress and signed into law in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. The parents also

The Campus Security Act requires colleges and universities to publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements, disclose crime statistics for the campus, public areas adjacent to or running through the campus and certain non-campus facilities and remote classrooms.

LANE COLLEGE SECURITY UNIT GOALS

The Safety and Security Staff directly contributes to achieving the strategic goals of the College. It is the responsibility of the Security Unit to perform assigned duties and tasks in a manner that maintains a social, cultural, and physical setting that enriches the learning environment of students, faculty, and staff. This encompasses maintaining a campus environment that allows students, faculty, staff and campus visitors to conduct their daily campus business in a safe, secure, and comfortable environment.

The specific Security Unit goals are as follows:

1. Lane College strives to provide a safe and healthful living and learning environment for students, faculty, staff, and authorized visitors; and

2. In addition to providing high-quality instruction, a nurturing learning environment and an array of student activities, Lane College provides its students, faculty, and staff with the assurance that these services will take place in a safe and secure environment.

The College takes seriously its responsibility to provide an environment conducive to learning and remains diligent in all of its efforts to protect its citizens and stakeholders. A safe campus is the College’s top priority. No aspect of College operations is of greater importance than the safety of faculty, staff and students. Every practical measure will be taken to protect the College community.

The Lane College Safety and Security Program includes:

- 24-hour walking and mobile Security Staff patrols
- Armed and unarmed officers
- 24-hour adult supervision in each residence hall
- ID scanner systems in residence halls and at special events
- No visitation in residence halls by non-residents
- Extensive external campus lighting
- Daily campus closure to vehicular traffic after 6:00 p.m.
- Emergency messaging system via text and/or voice mail
- First aid kits available throughout the campus
- College nurse on duty daily and available nights and weekends
- Professional counselor on duty daily and available nights and weekends
- Safety equipment in all buildings throughout the campus
- Specialized safety equipment available in all science laboratories
- Supplemental assistance, if needed, from local law enforcement agencies
REPORTING CRIMES AND OTHER EMERGENCIES

All suspicious and/or criminal activity should be reported to the Security Department, which operates 24 hours a day, 7 days a week, 365 days a year. Reports can be made in person to a member of the Department on patrol or by calling 731-426-7531 or 731.697.9764 or 731.697.8959; to the Office of the Director of Security (Bray Hall, Room 301 or telephone at 731-426-7645 or email at wsmithiii@lanecollege.edu or to the Office of Student Affairs (Bray Hall, Room 309 or telephone at 731-426-7522 or email at sbscott@lanecollege.edu). If victims of crime do not report to the Security Department, they are encouraged to contact the local police at 731-425-8400 or dial 911 in the event of an emergency.

In addition, the Security Department responds to fires, accidents, medical emergencies, and other crisis events.

Lane College voluntarily notifies the Jackson Police Department (JPD) of crimes on campus. The Jackson Police Department (JPD) is an invaluable partner in maintaining a safe College community.

In addition to the Security Department and the Office of Student Affairs, students can report crimes to Residence Life staff, the Counseling Services Office, or the Health Center.

CRISIS MANAGEMENT AND TIMELY WARNINGS

It is the policy of the College to issue warnings to the College community to advise members of criminal acts or other emergency occurrences on campus or in the immediate vicinity to help prevent similar incidents. The Director of Security will contact the President of the College or the Vice President for Student Affairs to determine the need to issue alerts. Every attempt possible will be made to issue warnings within timeframes that would permit members of the Lane College community to take actions that would minimize the likelihood of them being victimized by the risks known to the College.

For emergencies, dangerous situations or campus closings, the College has several means of mass notification to faculty, staff, and students. These include:

- e2Campus text message system, which can deliver SMS messages to mobile phones and email addresses;
- e2Campus voice messaging system which delivers voice messages to the contact number provided at the time of registration;
- e2Campus Mass email to the College e-mail domain;
- Displaying information on the College’s webpage;
- Flyers posted throughout the campus;
- Notices posted on bulletin boards;
- Campus email;
- Campus mailboxes; and
- Notification to local media outlets.

The President or his designee, in consultation with other officers of the College, have the authority and ability to draft and send emergency communications and initiate the notification system.
EMERGENCY NOTIFICATION

It is the policy of the College upon confirmation of incidents or circumstances that represent an immediate or imminent threat to health and safety to issue without delay notification of such incidents. Notifications will be issued in these instances unless doing so would hinder or compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

On duty Security Officers upon receiving any report of an emergency condition will take immediate steps to confirm the reported condition. Upon confirmation of an emergency condition, the Shift Supervisor and/or the Director of Security or designee will be informed of the emergency condition.

The Director of Security or any member of the President’s Cabinet may authorize the issuance of Emergency Notifications utilizing any or all of the available communications platforms.

CAMPUS ACCESS

The campus and facilities of Lane College are restricted to students, faculty, staff, and invitees of the College, except when all or part of the campus, its buildings or facilities are open to the general public for a designated time and purpose. Individuals loitering without a legitimate purpose may be issued trespassing warnings and directed to leave the campus. Failure to comply with the warning or returning without prior permission or clearance may result in arrest.

The main lobbies of the residential facilities are open from 7:00 a.m. until 11:00 p.m. each day. Doors are locked promptly at 11:00 p.m. Visitation is not permitted in any of the residential facilities. Only residents of each facility, residential staff, and duly-authorized vendors and guests are permitted in the residential facilities. Residents of each residential facility must present and swipe their student Identification Card for entrance and exit in the residential facilities.

All non-residence buildings are open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Doors are manually locked and unlocked each day for business hours by a Security Officer. Limited access to office and classroom buildings is available after hours and on weekends. Staff and/or faculty desiring entrance must contact the Security Department to gain access. The Security Department can open doors by request from authorized faculty and staff, or admit persons approved by a department/area head.

Members of the Security Department will also unlock College facilities for use for approved student activities and organizational meetings. The advisor(s) for the student group or organization must be present before the building/facility will be unlocked. The advisor is responsible for notifying the Security Department whenever an activity has concluded so that the facility can be properly secured.

ENVIRONMENT

The College has installed web-based cameras across the institution. These units allow for “real time” monitoring as necessary and provide invaluable data for investigation following a crime, an accident, or natural disaster.
In addition, the College conducts a lighting survey during each year to assure that lighting throughout the campus is adequate.

EVACUATION PROCEDURES

Evacuation of campus facilities shall be undertaken whenever a facility fire alarm is activated, upon instruction of Security staff, Jackson Fire Department, or when any of the College Emergency Notification Systems issues instruction for evacuation.

OFF-CAMPUS EMERGENCIES

If you need Police, Fire or Emergency Medical Service assistance while off-campus in Jackson dial: 911.

Every member of the College community is encouraged to report all incidents of criminal activity whether they are victims or witnesses. Confidentiality of reporting persons is maintained in every instance in strict accordance with all applicable federal and state laws.

While crime prevention and safety awareness are the primary objectives of the Security Department, it is the policy of the College and the Department to vigorously pursue prosecution of those who commit serious crimes or engage in negligent behavior that creates safety risks for the campus community.

DRUG-FREE CAMPUS AND ALCOHOL ABUSE PREVENTION

No Lane College student shall use, consume, be under the influence of, manufacture, sell, or distribute alcohol, an illegal drug or controlled substance, or use, consume, manufacture, sell, or distribute any alcohol or legal drug or substance in an unlawful manner on Lane College property, as a part of any College-sponsored function or activity or while representing the College.

Illegal use of alcohol or drugs can result in criminal penalties for guilty violations. Local, state, and federal ordinances and statutes apply to illegal use of drugs and alcohol. The following is a brief summary of the criminal statutes that apply and the range of possible sanctions for violations of these statues:

<table>
<thead>
<tr>
<th>Ordinances</th>
<th>Range of Penalty</th>
</tr>
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<tbody>
<tr>
<td>Jackson City-Code S 5-12.9</td>
<td>Fine not more than $50.00, or imprisonment not to exceed thirty (30) days or both.</td>
</tr>
<tr>
<td>Public drinking and display prohibited</td>
<td></td>
</tr>
<tr>
<td>Jackson City-Code S 5-32</td>
<td>Fine of not more than $50.00, or imprisonment not to exceed thirty (30) days or both.</td>
</tr>
<tr>
<td>Use of alcohol and drugs by minors (apply to persons under age 21)</td>
<td></td>
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</tbody>
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The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented ranging from mood altering to life threatening. Abuse of alcohol and drugs alters behavior, distorts perception, impairs thinking, impedes judgment and sabotages opportunity.
Substance abuse may result in deterioration of physical health by causing or contributing to various diseases, illnesses or birth defects which may result in permanent impairment or death.

Information regarding substance abuse education, counseling and treatment services can be obtained from the College Counseling Office, College Health Services, Office of Human Resources or the Office of the Vice President for Student Affairs.

In addition to the College sanctions listed in the Code of Student Rights, Responsibilities, and Conducts and contained in the Student Handbook, persons convicted of federal, state or local laws prohibiting the unlawful use, possession, manufacture, sale, dispensing or distribution of alcohol or drugs are subject to stiff sanctions which may include heavy fines, incarceration for varying periods of time up to life imprisonment, forfeiture of assets, suspension or loss of driver’s or professional licenses; termination or suspension from eligibility for civil service employment; and loss of certain state and federal funds, including federal financial aid.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008.)

Lane College cares deeply about the safety and well-being of everyone on its campus — every student, faculty member, staff member and/or visitor. The College considers the creation and maintenance of a safe and secure environment essential to a place where student learning is encouraged and supported.

The purpose of this policy is to establish procedures to guide the College’s response to reports of missing resident students. Reports of commuter students may also be made to the Department of Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student.

Lane College students who are eighteen (18) years of age or older or who is legally emancipated has the opportunity to identify an individual or individuals to be contacted by the Office of Student Affairs whenever circumstances indicate that the student may be missing or otherwise endangered. In the event the student is under eighteen (18) years of age and is not emancipated, the College is required to make any missing student notification to the custodial parent(s) or guardian(s).

Students residing on-campus will complete the Contact Information Form when they move into campus housing (Hamlett, Graves, Smith, Cleaves, Orchards, Edens, Alumni, Jennie E. Lane, and Harper Halls, and Eastbrooke Complex). This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

Any reports of a missing student should be directed to the Department of Security in person or by telephone at 731.426.7531, 731.697.9764, 731.687.8959 or 731-426-7645. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Department of Security and the Office of Student Affairs. Nothing herein shall prohibit
the investigation of a report of a student missing before a specific amount of time has elapsed. Investigative steps may include, but are not limited to:

1. Calling the student’s personal cell phone on record.
2. Entering the student’s residence hall room.
3. Checking the daily and/or weekend curfew logs maintained by the residence hall.
4. Checking the student’s class schedule and visiting scheduled classes.
5. Contacting faculty members regarding class absences.
6. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.
7. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.

Upon receipt of a credible report of a missing student, the Department of Security will notify the Jackson Policy Department of the report of missing student as soon as practicable. If a reportedly missing student is not located within twenty-four (24) hours of the initial report, the College is required by law to contact the Jackson Police Department. Nothing herein shall prohibit the prompt notification of the Jackson Police Department of a report of a student missing in fewer than twenty-four (24) hours.

Once the Department of Security and/or the Jackson Police Department has been notified and makes a determination that a student who is the subject of a missing person report is indeed missing, the Vice President for Student Affairs or her designee shall initiate the emergency contact procedure using the student’s designated emergency contacts.

Following notification of the Jackson Police Department, the College will cooperate in the investigation and offer assistance necessary to locate a missing student.

SEXUAL ASSAULT POLICY

Lane College is committed to maintaining an academic environment free from any form of sexual misconduct or sexual assault. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing an individual does, say or wears give another individual the right to assault someone. Sexual assault is a crime and will be dealt with accordingly.

Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person.

DEFINITION OF SEXUAL ASSAULT

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct or contact with another person whether the
assailant is a friend, acquaintance or stranger. Sexual offenses, as defined in the Tennessee Code Annotated, Chapter 13, Part 5, includes aggravated rape, rape, aggravated sexual battery, sexual battery, and statutory rape.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim’s vulnerability. Acquaintance rape includes:

- Having sexual relations against the victim’s will and without the victim’s consent.
- Having sexual relations with someone who is drunk or high and therefore unable to give consent.
- Using physical force or threats of physical force to coerce the victim into sexual relations.
- Using emotional manipulation and/or threats to coerce the victim into sexual relations.

**FACTS ABOUT SEXUAL ASSAULT**

Sexual assault can happen to anyone of any age, race, gender, and socioeconomic background – at any time or place.

- Sexual offenders can be of any age, race, class, or occupation.
- Sexual assault occurs as frequently during the day as it does at night.
- Acquaintance rape by a friend, new acquaintance, or co-worker is frequent, particularly among young, single women.
- Statistics show that 50% of sexual assaults occur in or around a woman’s home; and 50% during the day.
- Every two (2) minutes, someone in the United States is sexually assaulted.
- 44% of the victims are under age 18.
- 80% of the victims are under age 30.
- Each year, there are about 207,754 victims of sexual assault in the United States.
- 54% of sexual assaults are not reported to police.
- Approximately 2/3 of assaults are committed by someone known to the victim.
- 38% of rapists are a friend or acquaintance.
- Up to 60% of sexual assault offenders reported being under the influence of alcohol.
- 40% of victims of sexual assault had been drinking alcohol.

**Prevalence**

College students of traditional age are vulnerable to being victims of sexual assault. The new setting coupled with sexual impulses and peer pressure may lead to dangerous experimenting with new freedoms. Acquaintance rape is prevalent on College campuses. Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from living in the same residence hall or apartment complex or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one’s self. Sexual conduct when the victim is intoxicated is sexual
assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

HOW TO HELP PREVENT SEXUAL ASSAULT

There is no absolute way to protect yourself against sexual assault, but there are simple common-sense precautions that can help minimize risk. Be aware of your surroundings and don’t let alcohol or any other drugs cloud your judgment. Be assertive and always demonstrate that you are in control.

- Keep your doors and windows locked when you leave your apartment or automobile.
- Watch your keys. Don’t lend them. Don’t leave them. Don’t lose them. Don’t put your name and address on your key ring.
- Know your limits when it comes to using alcohol.
- Don’t prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Always watch for unwanted visitors; know who is on the other side of the door before you open it.
- Walk with confidence. The more confident you look, the stronger you appear.
- Keep out of isolated areas such as underground garages, offices after business hours, and apartment laundry rooms.
- There is safety in numbers; walk with a companion or with a group at night. Stay in well-traveled, well-lit areas.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Have your key ready to use before you reach the door – home, car, or work.
- Park in well-lit areas and lock the car, even if you will only be gone for a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In the event of car trouble, call for help on your cellular phone. If you don’t have a phone, put the hood up, lock the doors, and put a banner in the rear window that says, “Help. Call Police."
- Be careful about revealing personal information (address, location, etc.) on social media sites.

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

Any student who believes that she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Vice President for Student Affairs, the Executive Vice President, the Director of Safety, Counselor, Nurse, a Residential Life staff member, faculty advisor, or athletic coach. Any one of these people will immediately notify the Vice President for Student Affairs that an accusation of sexual assault has been made.

The College recognizes that a sexual assault is more than an assault on an individual’s body, but is also an invasion on the individual’s dignity and sense of self. Out of respect for the individual choices available to a sexual assault victim and to support her/his privacy needs after an incident, the College leaves the decision to file a formal student complaint, a formal sexual harassment complaint, or criminal charges up to the individual victim. Resources for assistance
will be discussed, but all members of the College community will abstain from demanding that the victim report, not report, or under-report a sexual assault. The College reserves it right to investigate an incident using all available information from any source, and will cooperate with the efforts of local, state, and federal law enforcement agencies to apprehend individuals who may have committed acts of sexual assault.

The College encourages a sexual assault victim to take the steps listed below. In the event, the victim is physically or psychologically unable to make his/her own decisions, normal emergency medical and psychological procedures will be followed, including taking the victim to the hospital and calling a member of the Counseling staff.

The following steps are those which Lane College encourages all victims to consider:

1. The victim is advised to immediately contact a friend, Residential Monitor, Counselor, Nurse, College faculty or staff, or someone with whom they feel safe.

2. The victim is advised to seek medical attention at Jackson-Madison-County General Hospital or Regional Hospital in order to protect an individual’s own health and to attend to any injuries, possible pregnancy, or infections (sexually transmitted diseases). Emergency Room personnel are trained in the collection of physical evidence, which will be helpful and necessary if a victim should choose, then or at a later time, to utilize the legal avenues available in prosecuting his/her assailant.

3. The victim is advised to not change clothes, shower, bathe, or douche and if possible, not to urinate in order to preserve all evidence. In addition, victims are advised to save all clothing, linens, or other items that may have been touched by the assailant so they may be given to the Jackson City Police or Madison County Sheriff Department for evidence.

4. The victim is advised to contact the Jackson Police Department or Madison County Sheriff Department immediately following an assault. Institutional employees will assist the victim in notifying the authorities, if the student requests the assistance of these personnel. Once the assault is reported to law enforcement officials, the police will file charges if the evidence warrants such action.

5. The victim is advised to alert the appropriate administrative personnel of the College of the assault as soon as possible in order to assure that the victim and other potential victims have a safe campus environment after an incident. At Lane College, this official is the Vice President for Student Affairs. Reporting a sexual assault does not commit a victim to filing a complaint with the College. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual assault may be reported by the victim or by another individual who shall serve as a liaison with the Office of Student Affairs. The liaison could be any faculty, administrative or professional staff member at Lane College. This person may assist the victim during any investigative proceedings. If the victim wishes, action will be taken to assure her/his safety. These actions could include: relocation to another room or residence hall, changing of room locks, contact professors, adjusting class schedules, and assisting with filing a legal protection order against an assailant. The victim is also advised to consider whether she/he wishes to file a formal complaint with College authorities.
6. The victim is advised to utilize as many of the following services as will be helpful: the Counseling Center, Health Center, Student Affairs Office, College Chaplain, Women's and Men's Rape and Resource Assistance Program (WRAP), Tennessee Coalition Against Domestic and Sexual Violence, and S.S. Wolfe Counseling. Services are also available in other counties adjacent to Madison County.

JURISDICTION

Lane College reserves the right to pursue adjudication of an incident of sexual assault apart from and independent of any legal recourse a student might choose. An individual who decides against filing a criminal complaint does not relinquish the right to an institutional investigation. Sanctions which might be imposed upon an assailant by the College are not predicated upon, or limited to, those which might be administered through a court of law. The College makes no attempt to shield members of the Lane College Community from the law, nor does it initiate involvement in legal proceedings against a member of the Community. Membership in the Lane College Community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College’s policies.

Lane College also reserves the right to hold its students and employees accountable for acts of sexual assault at all times and places. The jurisdiction of the Lane College Sexual Assault Policy includes campus property, off-campus property, as well as any College-sponsored event which takes place off-campus (i.e., athletic event, concert tour, trip, conference, retreat, etc.). The jurisdiction of this policy also includes any conduct which occurs off-campus which is deemed to have a negative impact on the campus.

COLLEGE HEARING PROCESS AND DISCIPLINARY SANCTIONS

When a report of sexual assault is filed with the Office of Student Affairs, the following hearing procedures will be followed:

1. When applicable, the accused student will receive a written notification of the charge(s) against him/her or the alleged violation. The notice will cite the accuser/complainant, witnesses, date, time, and place of the hearing.

2. The administrative judicial hearing will follow this procedural guide for conducting a hearing: the Faculty/Student Hearing and Disciplinary Committee or the designee of the Vice President for Student Affairs will assume responsibility for making the determination as to the guilt or innocence of the accused student and recommending the sanction for the said offense. In some instances, a faculty/staff member and a student may be asked to participate in the hearing.

3. The President or his designee will notify, in writing, the accuser and other appropriate persons of the decision and sanction imposed. If the student is found guilty, a copy of the notification will be sent to his or her parents and appropriate College personnel.

Procedures for Disciplinary Hearings

Judicial Councils are fact-finding bodies and their hearings are not intended to simulate a court of law. Therefore, the parties involved present at the hearings of any judicial body will be the
following: the accused, the accuser, witnesses, and representatives for the accused and accuser.

At least a quorum of the members of the judicial body must be present. No person shall attend the hearing that is not herein defined. If an open hearing is desired by the accused, she/he should make this request to the Chair of the judicial council within 24 hours prior to the start of the hearing. If a member of the judicial body is responsible for a case being brought before the judicial body, that member must disqualify herself/himself from the case.

Guidelines for Conducting the Hearing

The Chairperson of the judicial body will convene and preside over the hearing according to the following guidelines:

1. The hearing begins when all are seated and ready to commence.
   
   A. The Chair asks both the accused and the accuser if they are ready.
   
   B. The Chair stresses the confidential nature of the proceedings and reminds those present that they are obliged to speak the truth whenever they are speaking during the hearing.
   
   C. The Chair asks both the accused and accuser if there is any member of the Council either wishes to challenge. (See The Judicial System, Rights of the Accused, Section G, Student Handbook).
   
   D. The Chair calls the hearing to order and reads the charge(s) that has (have) been filed by the accuser.
   
   E. The Chair asks the plea of the accused. If the accused pleads guilty, the Chair excuses the parties and the Council members confer on the sanction to be imposed for said violation.
   
   F. The recorder, elected by the body, maintains a written record of the proceedings. The accuser then opens her/his case. The accuser presents her/his opening remarks, states the nature of the accusation(s) and, in a brief statement, outlines the major elements of her/his case. The accuser then calls her/his witnesses, if any, one at a time. After each witness testifies, the accused may cross examine the witness if she/he wishes to do so. The members of the Council may also question each witness if they have questions after which the accuser calls the next witness. The members of the Council may also question the accuser if they have any questions.
   
2. The accused now follows the same procedures as above, namely direct examination, cross examination, and questions by the members of the Council.
   
3. After all presentations from the accuser, the accused, and their witnesses, the floor is opened to the members of the Council by the Chair. The members may direct questions to the accuser, the accused, and their witnesses for the purpose of clarification.
4. The accuser presents her/his closing remarks (summarizing the prior testimonies, how they relate to the case, etc.

5. The accused presents her/his closing remarks in a like manner.

6. After hearing from all parties, the Chair dismisses them and the members of the Council make their decision on the facts of the case (as below) based upon a majority of the quorum secret vote.

   A. Guilty: There is sufficient evidence to believe that the accused committed the violation.

   B. Not Guilty: There is insufficient evidence to believe that the accused committed the violation.

7. After the Council has determined whether the accused student is guilty or not guilty, the Chair reconvenes all parties to hear the decision, the sanction recommended, and the appeal procedures.

8. The Chair, within 24 hours, shall send a written notification of the decision to the President and Vice President for Student Affairs. If the accused student is found guilty, the President or his designee will send a copy of the sanction to the student and appropriate College personnel. The sanction may include, but is not limited to any of the following: loss of housing contract, restitution, mandatory counseling, probation, suspension or expulsion.

**Procedure for Appeal**

Both the accused and the accuser may file an appeal within 24 hours after receipt of the written notification of the President’s decision.

The decision of the Faculty-Student Hearing and Disciplinary Committee may be appealed to the Appeals Committee consisting of the President, Vice President for Academic Affairs, and the President of the Student Government Association.

**RIGHTS OF THE VICTIM OF A SEXUAL ASSAULT**

In an effort to be sensitive to the needs of a victim of sexual assault, the following are basic rights to which every victim is entitled:

1. The right to be believed. The Lane College administration and staff are committed to listening to the victim’s situation and taking the complaint seriously.

2. The right to safety. If the victim feels that she/he continues to be in a dangerous situation, Lane College personnel will work with the victim to insure her/his safety.

3. The right to not be academically penalized. At the victim’s discretion (and with the victim’s consent), contact will be made with professors to explain absences from class, missed assignments, etc.

4. The right to advocacy. Lane College offers staff members (Campus Counselor, College Nurse, and Campus Chaplain) who are available to serve as the victim’s advocate through judicial and recovery processes.
5. The right to confidentiality. All matters regarding sexual assault will be handled in a confidential and respectful manner.

**IF YOU KNOW SOMEONE WHO HAS BEEN THE VICTIM OF SEXUAL ASSAULT**

If you know someone who has been the victim of sexual assault, the following are suggestions of things that you can do to help:

1. Be supportive. Give the person the opportunity to express and talk about her/his feelings, fears, and reactions as she/he chooses.
2. Encourage the individual to seek medical attention as soon as possible. It is important to encourage an individual not to bathe, wash, or change clothes immediately following a sexual assault before seeking medical attention. Seeking medical attention is both to safeguard the health of the victim and to preserve valuable evidence should she/he decide to report the attack and prosecute the assailant.
3. Suggest that the individual talk with someone trained to help sexual assault victims. The list of on-campus and off-campus resources can be found at the end of this document.
4. Encourage the individual to report the assault to both the Jackson Police Department and the Vice President for Student Affairs.

**EDUCATION AND PREVENTION PROGRAMS**

Lane College takes very seriously the important role which education and prevention programs play in a safe campus environment. The College is committed to providing this type of programming for its community. This commitment is exemplified through an acquaintance rape seminar provided by the Office of Counseling Services, the Lane College Sexual Harassment Policy, the Lane College Sexual Assault Policy, and the Statement of Rights and Responsibilities in the *Student Handbook*. Additionally, pamphlets and other resource materials can be found in the Office of Counseling Services.

**REPORTS**

Lane College believes that a well-informed community can better prevent the incidence of sexual assault. The Office of Student Affairs, in conjunction with the Office of the Executive Vice President, will give timely notice to the College community when an assault or attempted assault is reported on campus so that the community can take appropriate steps to prevent this type of activity in the future. This notice will be given through the e2Campus Emergency Notification System, email, postings, or a combination of these communication vehicles. The name of the victim will not be released by the Vice President for Student Affairs in any notifications to the community members informing them of information pertaining to the offense. Also, such notifications will not include information that would cause the victim to be notified. Thus, the College will strive to balance its concerns for the privacy of victims of sexual assault with its duty to warn members of the Lane College community when serious crimes are reported.

**CAMPUS SECURITY**

The College is committed to campus security that prevents or at least reduces criminal activity. Close attention is paid to campus lighting and building security. The College employs a security
staff to provide surveillance including the checking for unlocked or blocked open doors. The College also utilizes camera surveillance systems in all of its residential facilities. All buildings are equipped with a burglary alarm system. The buildings are armed and monitored daily by an outside vendor. Additional information about campus security can be found in the Lane College Safety Manual and Campus Safety Pocket Guide.

RESOURCES

The following individuals and agencies can be contacted for assistance in the event that a sexual assault occurs. The decision of who is called rests solely with the victim, although the College encourages victims to follow the emergency procedures outlined earlier in this Policy in the section entitled, Emergency Procedures and Reporting Options.

On-Campus

- Office of Student Affairs, 426.7522 or Ext. 7522
- Department of Security, 426.7645 or Ext. 7645
- Counseling Services, 410.6730 or Ext. 6730 or 731.326.0249
- Health Services, 256.8904 or Ext. 8904 or 731.444.0923
- College Chaplain, 426-7543 or Ext. 7543
- Hamlett Hall, 426-7574 or Ext. 7574
- Cleaves Hall, 426-7515 or Ext. 7515
- Orchards Hall, 256-8744 or Ext. 8744
- Jennie E. Lane Hall, 215-1532 or Ext. 1532
- Eastbrooke Complex, 256-8639 or Ext. 8639
- Graves Hall, 426-7566 or Ext. 7566
- Smith Hall, 426-7530 or Ext. 7530
- Edens Hall, 256-8844 or Ext. 8844
- Alumni Hall, 868-1233 or Ext. 1233
- Harper Hall, 215-1753 or Ext. 1753

Off-Campus

- Emergency, 9-911
- Jackson Police Department – 731-425-8400
- Madison County Sheriff Department, 731-423-6000
- Jackson-Madison County General Hospital, 731-541-5000
- Regional Hospital, 731-661-2000
- Women’s Resource and Rape Assistance Program, 731-668-0411
- Tennessee Coalition Against Domestic and Sexual Violence, 1-800-289-9018 or www.tcadsv.org
- S.S. Wolfe Counseling, 731-686-9383

The State of Tennessee Sex Offender Registry can be accessed by using the following web address: www.tbi.tn.gov/sex_offender_reg/sex_offender_reg.shtml.

CRIME STATISTICS AND CRIME LOGS

Crime statistics are reported to the Tennessee Bureau of Investigation (TBI) and available online at http://tennesseecrimeonline.com/. These are all on-campus offenses that conform to the FBI rules for incident based reporting (IBRS) as opposed to the older, but still used, Uniform
Crime Report. The statistics are required to be submitted monthly with all corrections made by January of each year for a spring publication. TBI conducts audits at least semi-annually to ensure quality data submission. The FBI and Department of Justice conduct audits randomly each year at reporting agencies.

The second set of statistics is required for the Department of Education as a part of the Campus Crime Statistics Act (Clery Act) and includes crimes that occur in non-campus buildings as well as public property. Crimes that occur in residence hall facilities are reported specifically in addition to the campus total crimes. Drug offenses, liquor law violations, and weapons offenses also include referrals, which could have been made directly to the Office of Student Affairs by any student, employee or department without the knowledge of Campus Security. A three-year comparison is required for this report. The Department of Education requires submission yearly to a secure website by mid-October. The report can be viewed by the public at http://ope.ed.gov/security. The Department of Education also conducts audits randomly for regulatory compliance and quality assurance of date submitted.

Access to Lane College Crime Log is available through the Office of Student Affairs. Any questions or concerns may be directed to the Office of Student Affairs.
CRIMES REPORTED BY LANE COLLEGE
Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>Lane College Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
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<tr>
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<tr>
<td>Robbery</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
<td>0</td>
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</tr>
</tbody>
</table>

Res. = Residence Halls
*includes Residence Halls.

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>Lane College Campus</th>
<th>Non-Campus Buildings or Property</th>
<th>Public Property</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offense Type (includes attempts)</td>
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<td>2012</td>
<td>2013</td>
<td>2011</td>
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<td>Liquor Law Violations</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
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<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Number of Arrests/Referrals for Select Offenses
FIRE SAFETY

The Higher Education Opportunity Act requires all academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and fire-related statistics related to student housing. Lane College complies with all fire regulations per the Tennessee State Fire Marshal’s Office. All fires should be reported to the Offices of the Director of Security (731.426.7645) and Vice President for Student Affairs (731.426.7522).

Fire/life safety involves numerous safety issues including fire prevention, fire suppression, and emergency evacuation/response. Fire/life safety is everyone’s responsibility.

Lane College is committed to providing a safe environment for building occupants and emergency response personnel. The College follows nationally accepted codes as guidelines for inspections, testing, and procedures.

It is the policy of Lane College to provide faculty, staff, students, and visitors with the safest possible environment, free from potential fire hazards. Fire/life safety involves numerous safety issues including fire prevention, fire suppression, and emergency evacuation/response. Fire/life safety is everyone’s responsibility.

The greatest protection against injuries and property loss from fire is prevention. The College encourages the following guidelines to promote fire/life safety:

1. Minimize combustible storage;
2. Store waste materials in suitable containers;
3. Use flammable materials in well-ventilated areas. Use and store flammables away from ignition sources, such as cigarettes;
4. Keep equipment in good working order. Have electrical wiring and appliances inspected regularly;
5. Ensure that heating units are properly safeguarded;
6. Do not hunt for gas leaks using an open flame. Use approved gas indicators;
7. Report and repair all gas leaks immediately;
8. Conduct hot work in well-ventilated areas;
9. Test enclosed or confined spaces for flammable atmospheres; and
10. Use open flames carefully. Do not use open flames where flammable atmospheres may be present.

Fire Equipment

Orchards Hall, Edens Hall, Alumni Hall, Jennie E. Lane Hall, Harper Hall, and the Eastbrooke Complex have sprinkler systems with monitored smoke detection systems.

Hamlett Hall and Graves Hall have monitored smoke detection systems. Cleaves Hall and Smith Hall have localized smoke detection systems.

Education, Training and Drills

The Office of Safety schedules fire drills and evacuation drills twice a semester at student housing facilities. Residence Life staff receive training on fire and evacuation from the Office of Safety.
Fire Prevention

The greatest protection against injuries and property loss from fire is prevention. Follow these guidelines to promote fire/life safety:

- Minimize combustible storage.
- Store waste materials in suitable containers.
- Use flammable materials in well-ventilated areas. Use and store flammables away from ignition sources, such as cigarettes.
- Keep equipment in good working order. Have electrical wiring and appliances inspected regularly.
- Ensure that heating units are properly safeguarded.
- Do not hunt for gas leaks using an open flame. Use approved gas indicators.
- Report and repair all gas leaks immediately.
- Conduct hot work in well-ventilated areas.
- Test enclosed or confined spaces for flammable atmospheres.
- Use open flames carefully. Do not use open flames where flammable atmospheres may be present.

Fire Alarm Evacuation Procedure

When the fire alarm sounds, leave the building via the nearest exit and travel a safe distance from the building. **DO NOT USE ELEVATORS!**

Assist all persons with impaired mobility to the nearest illuminated exit or stairwell to await rescue by trained personnel. Faculty and staff should notify the Security Department of any known student or visitor with impaired mobility that is unable to independently exit the building.

Division Chairs and Directors of Areas/Activities are responsible for having a plan to account for employees and to notify the Security Department of those missing who may be trapped in the building.

**EVERY ALARM SHOULD BE TREATED AS A POTENTIAL FIRE.**

State and local regulations require all occupants to leave the building if a fire alarm occurs. Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit and also an alternate exit, should the primary one be blocked. Ensure that the path out of the building is clear of any obstructions and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

**IN THE EVENT OF A FIRE:**

1. Rescue any person in immediate danger.
2. Sound the fire alarm. Pull stations are near each exit on each floor.
3. Call the Security Department at 731.426.7531 or 731.697.9764 or 731.697.8959. They will contact the Jackson Fire Department and convey the necessary information.
4. When the fire alarm sounds, evacuate the building immediately using the nearest exit. As you exit, close as many doors as possible between you and the fire. Move a safe distance away from the building (at least 50 feet).
5. Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.

6. If the closet exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but watch for broken glass.

IF YOU BECOME TRAPPED BY THE FIRE:

1. Stay calm; fire fighters are on the way.
2. Move as far away from the fire as you can, closing every door between you and the fire.
3. Hang or wave an object from a window or outside the door to attract the attention of rescuers.
4. If smoke enters under the door or around vents, stuff towels, drapes, or anything available in the opening. If water is available, soak them before placing them in the opening.
5. Crack open the window at the top to let heat and smoke out and at the bottom to let in fresh air. Stay as close to the floor as possible. Crawl throughout the area, if necessary.

IF YOU DECIDE TO FIGHT THE FIRE:

1. Do not let the fire get between you and the exit.
2. Avoid breathing smoke or fire gases.
3. Use the proper fire extinguisher. Do not use water on an electrical fire.
   a. Pull the pin.
   b. Aim the nozzle at the base of the fire.
   c. Squeeze the handle.
   d. Sweep from side to side.
4. Leave the area if the fire increases in intensity.

Smoking and Fire Safety Housing Policies

Smoking is prohibited in all College-owned and operated facilities. There is no smoking permitted in the Residence Halls.

Residence Life has several policies, that are related to fire safety in all of the residence halls on the campus including:

- Electrical appliances such as microwaves, George Foreman Grills, deep fryers, toaster ovens, and hot plates are not permitted in the residence halls.
- Size and power requirements of refrigerators are limited.
- Halogen lamps are prohibited.
- All appliances must be UL approved.
- Vehicles are not permitted in any residence facility.
- Portable air conditioners are prohibited.
- Residents may not possess or use any device which produces an open flame or noxious odor, including candles, incense, potpourri, kerosene lamps or smoking substances.
- Normal extension cords are discouraged and residents are asked to use power
strips with built in circuit breakers.

- Tampering with or disabling fire alarm mechanisms, smoke detectors, fire extinguishers, or other safety equipment is prohibited.

Residence Life staff has the right to enter and inspect a residence at any time for fire or health hazards, maintenance requirements, and to determine compliance with College rules and regulations.

**Future Improvements**

Lane College continues to upgrade and improve fire systems in its buildings and will continue to enhance existing systems or install new systems as necessary. In addition, policies and procedures will continue to be reviewed for safety requirements and legal (fire code) changes.
## RESIDENCE HALL FIRE SAFETY STATISTICS

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Address</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamlett Hall</td>
<td>545 Lane Avenue</td>
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<td>Cleaves Hall</td>
<td>545 Lane Avenue</td>
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<td>Smith Hall</td>
<td>545 Lane Avenue</td>
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<td>Graves Hall</td>
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<td>Orchards Hall</td>
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</tr>
<tr>
<td>Alumni Hall</td>
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<tr>
<td>Harper Hall</td>
<td>628 Budde Street</td>
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<td>0</td>
</tr>
<tr>
<td>Jennie E. Lane Hall</td>
<td>815 Middleton Street</td>
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</table>