

LANE  
COLLEGE

# LANE COLLEGE

## ANNUAL SECURITY AND FIRE SAFETY REPORT

OCTOBER 1, 2023

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## PRESIDENT'S MESSAGE

Dear Lane College Community:

I am pleased to introduce the **2023 Lane College Annual Security and Fire Safety Report** for the 2022 calendar year. This **Report** is prepared by the Office of Administration leading a comprehensive team of individuals representing various campus sectors: Offices of Administration, Human Resources, Title IX, Dean of Students, Director of Campus Safety and Security, Director of Housing and Residential Life, and the Student Conduct Coordinator. This **Report** not only complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics, but it is also a part of our ongoing efforts to inform you about safety programs and services available and the steps you can take to maintain your safety and the safety and security of others.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. The best protections against campus crime are a strong security/law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

Lane College continues to work diligently to reduce risk and the potential for crime. However, despite our efforts, crimes may occur. Safety and security are shared responsibilities, and we expect all current and prospective Lane College Community members to contribute to the safety and security of the campus.

If you have any questions or suggestions, please feel free to contact the Office of Administration at 731.426.7522.

Sincerely,



Logan Hampton  
President



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## QUICK REFERENCE GUIDE

|   |  |
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| <b>Lane College Security (On-Campus)</b><br>Director of Campus Safety and Security (Mr. Steaven Joy)<br>Security Shift Supervisor   | 731.697.8959<br>731.697.9764   |
| <b>Local Law Enforcement (Off-Campus)</b><br>Emergency<br>Non-Emergency (Jackson Police Department)<br>Madison County Sheriff Department  | 9-1-1<br>731.425.8400<br>731.423.6000  |
| <b>Fire Department (Off-Campus)</b><br>Emergency<br>Non-Emergency   | 9-1-1<br>731.425.8350  |
| <b>Health</b><br>Student Health Center (Dr. Wesley Hawkins/Ms. Alicia Moore)<br>Information and Appointments<br>Monday – Friday, 8:00 a.m. – 5:00 p.m.<br><br>Counseling Center (Ms. Monica Berry)<br>Information and Appointments<br>Monday – Friday, 8:00 a.m. – 5:00 p.m.<br><br>Jackson-Madison County General Hospital<br><br>West Tennessee Healthcare North Hospital (JMCGH) | 731.265-6604<br>731.444.0923<br><br>731.426.7619<br>731.571.5560<br><br>731.541.5000<br><br>731.661.2000 |
| Vice President for Student Affairs (Mr. Darryl McGee)   | 731.425.2550   |
| Vice President for Administration (Mrs. Sherrill Berry Scott)   | 731.426.7522   |
| Title IX Coordinator (Mr. Darryl K. McGee)  | 731.425.2550   |
| Deputy Title IX Coordinator (Ms. Charlotte Richey)  | 731.265.1703   |
| Director of Housing and Residential Life (Mr. Kentrell King)  | 731.426.7547   |
| Student Conduct Coordinator (Ms. Katherine Bell)  | 731.426.7545   |
| Director of Campus Life and Wellness (Ms. Fisher Smith)   | 731.425.2559   |
| Director of First-Year Experience/Chaplain (Mr. Freeman McKindra)   | 731.265.8905   |

|   |                     |
|---|---------------------|
| Director of Sophomore-Year Experience/Transfer Student Coordinator (Mr. Nicholas Grayson) | 731.265.6648        |
|   |                     |
| Director of Lane Institute (Dr. Aminah Gooch)   | 731.426.7612        |
|   |                     |
| Director of Student Involvement and Leadership (Mr. Quentin Giles)                        | 731.425-2561        |
|   |                     |
| Intramural Sports Coordinator   | 731.265.1723        |
|   |                     |
| <b>VISITORS AND INFORMATION</b>   | <b>731.426.7500</b> |



## PREPARING THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The Office of the Vice President for Administration prepares the ***Annual Security and Fire Safety Report*** to comply with the Jeanne Clery Disclosure of Campus Security Policy and Safety Act. The full text of this ***Report*** can be located on the College's website at:

<http://www.lanecollege.edu>

The Vice President for Administration prepares this report in conjunction with the following offices: Office of Campus Safety and Security; Housing and Residential Life; Office of the Vice President for Student Affairs/Dean of Students; Student Health Center; Academic Affairs; Counseling Services; Student Conduct, and Athletics. The above-listed offices provide crime statistics and policy-related information for Clery Act reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws occurring within the Clery Geography where arrests or referrals for disciplinary action were made. The Vice President for Administration works with Campus Security Authorities (CSAs) for the collection of reports and statistics. In addition, the Vice President for Administration and the Director of Campus Safety and Security conduct outreach and establishes collaborative relationships with local law enforcement agencies. The local law enforcement agency provides written reports on a monthly basis to the Vice President for Administration.

The ***Annual Security and Fire Safety Report*** is published for the previous calendar year and made available for free to the public via the Lane College website, and through copies at the Office of Administration, Room 309, Bray Hall, 545 Lane Avenue, Jackson, TN 38301 or by calling 731.426.7522. Prospective employees and students will be provided with a copy of the ***Report*** upon request.

An informational message regarding the availability of the ***Annual Security and Fire Safety Report*** in a special email notice is sent to all currently enrolled students and to all members of the Faculty and Staff by the Vice President for Administration.

## INTRODUCTION

The publication of the ***Annual Security and Fire Safety 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.

The College owns one (1) off-campus housing facility. However, it has not been utilized for student housing for the past nine (9) years. In addition, the College owns two (2) small apartment complexes. However, these facilities are not used for student housing, and are not located on the main campus.

Lane College, through an agreement with the Jackson Police Department (JPD), maintains a strong working relationship. By practice, major crimes that require extensive

investigative resources are handled by JPD. Members of JPD supplement and enhance security on the campus for special events and activities.

## **COLLEGE MISSION**

With strong ties to the Christian Methodist Episcopal Church, the College's Mission is to develop the "whole student." Academic excellence is the institution's top priority, and it is achieved through a student-centered and nurturing approach to learning supported by excellent teaching, teaching-related research, and service. The College believes that one's intellectual capability coupled with social and spiritual growth is essential to the development of a well-rounded individual. In keeping with this Mission, the College offers creative and enriching academic programs to prepare students for their chosen careers; and encourages active student engagement to cultivate life-long learning.

## **THE CLERY ACT**

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act** is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid programs to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the United States Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program. This federal statute is codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

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 and is named after their daughter Jeanne, who was raped and murdered in her dormitory at Lehigh University in 1986. The parents lobbied Congress to enact the law when they discovered that students at Lehigh had not been notified about thirty-eight (38) violent crimes that had occurred on the campus in the three (3) years prior to their daughter's murder.

## **COMPLIANCE WITH THE CLERY ACT**

The Clery Act requires Lane College to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires the College to collect, report, and disseminate crime data to everyone on campus and to the Department of Education on an annual basis.

The 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.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, Lane College must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The Report must provide crime statistics for the past three (3) years, detail campus and community policies about safety and security measures, describe campus prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. Lane College must also keep and make available to the public a detailed crime log of all crimes reported to the College in the past sixty (60) days. Crimes logs must be kept for seven (7) years, and logs older than sixty (60) days must be made available within two (2) business days upon request.
3. Keep the past three (3) years of crime statistics detailing crimes that have occurred: on-campus; in College residential facilities; in public areas on or near the campus; and in certain non-campus buildings, such as fraternity and sorority houses and remote classrooms. Lane College must also report liquor and drug law violations and illegal weapon possessions if they result in a disciplinary referral or arrest.
4. Disclose missing student notification procedures that pertain to students residing in any on-campus housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths, and property damage of each fire.
6. Submit the collected crime and fire statistics to the U.S. Department of Education each fall.
7. Inform prospective students and employees about the availability of the **Annual Security and Fire Safety Report**.

Lane College has a vested interest in campus security and the personal safety of its students and employees. This document contains specific information about crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to safety and security on campus. The **Report** also contains campus crime statistics.

Students and employees are encouraged to use this **Report** as a guide for safe practices on and off the campus. The Report is available on the internet at <https://s3.us-east-1.amazonaws.com/lanecollegeedu/Annual-Security-and-Fire-Safety-Report-2023.pdf>.

Every member of the Lane College student body and all employees receive an email that describes the **Report** and provides its website address. For additional information, contact the Office of Administration at 731.426.7522.

### **LANE COLLEGE CAMPUS SAFETY AND SECURITY UNIT GOALS**

The Campus Safety and Security Staff directly contribute to achieving the strategic goals of the College. It is the responsibility of the Campus Safety and Security Department 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 Safety and Security Department 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 Campus Safety and Security Program includes:

- Campus Resource Officers (armed and licensed officers);
- 24-hour walking and mobile Security Staff patrols;
- 24-hour trained Residential Assistants and Residential Security in each residence hall;
- Monitored alarm systems in all residential facilities and classroom buildings;
- ID scanner systems in dining facility and at special events;
- Scanner system for use at athletic and special events;
- Extensive external campus lighting;
- Daily vehicular traffic monitoring and patrol with citation enforcement;
- Emergency messaging system via text, email and/or voice mail;
- First aid kits available throughout the campus;
- College nurse on duty daily and available nights and weekends;

- College physician which maintains an established schedule each week;
- Professional counselors 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 and duty from local law enforcement agencies; and
- Dragon Squad provides services to students and staff on safety and non-safety related matters.

The Lane College campus falls under the jurisdiction of the Jackson Police Department. The Lane College Department of Safety and Security works closely with all local and state police agencies and has a direct working relationship with the Jackson Police Department. Members of the JPD assist in monitoring and patrolling the campus and assisting with special activities/events.

All offenses such as sexual offenses, murder, aggravated assault, robbery, and auto theft are reported to JPD. The Lane College Department of Campus Safety and Security cooperates fully with the JPD and other local law enforcement agencies to resolve these various crimes.

Whenever information is received by the Dean of Students or the Office of Administration from law enforcement outside of the campus that has a nexus to the College, a follow-up for judicial or other purposes will be scheduled.

The Office of Campus Safety and Security is not aware of any off-campus buildings or properties owned or controlled by any officially recognized student organization at the College.

## **HOW TO REPORT A CRIME**

Lane College encourages the accurate and prompt reporting of all crimes to the Office of Campus Safety and Security at (731) 426-7531 or (731) 697.9764. For incidents that occur off-campus, call the Jackson Police Department at 911 (emergencies) or (731) 425.8400 (non-emergencies).

Individuals may call the Office of Campus Safety and Security on campus phones by dialing extension 7531. Using the **LiveSafe app**, persons may call Safety and Security by touching the "Call Lane Security" button on the **Emergency Options page**. There is also a button to call "911" included on this page.

Reports may be made in person or in writing to the Office of Safety and Security at 545 Lane Avenue, Jackson, TN 38301 or by visiting the Office of Safety and Security on the first level of the J.K. Daniels Conference Center.

## **ACCURATE AND TIMELY REPORTING OF CRIMES AND OTHER EMERGENCIES**

Prompt and accurate reporting of criminal offenses aid in providing a timely response and timely warning notices to the College community when appropriate and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and



guests are encouraged to report all crimes and public safety-related incidents in an accurate and timely manner to the Lane College Department of Safety and Security or local law enforcement.

All suspicious and/or criminal activity should be reported to the Department of Safety and Security, which operates twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (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; to the Office of the Dean of Students (Water Tower Place or via telephone at 731-426-7545 or via email at [dmcgee@lanecollege.edu](mailto:dmcgee@lanecollege.edu)); to the Office of the Director of Campus Safety and Security (J.K. Daniels Conference Center or via telephone at 731.426.7531 or via email at [sjoy@lanecollege.edu](mailto:sjoy@lanecollege.edu)); or to the Office of Administration (Bray Hall, Room 309 or via telephone at 731-426-7522 or via email at [sbscott@lanecollege.edu](mailto:sbscott@lanecollege.edu)). If victims of crimes do not report to the Office of Safety and Security, they are encouraged to contact the local police at 731-425-8400 or dial 911 in the event of an emergency.

Members of the College community may also report crimes or submit tips regarding suspicious activities via the **LiveSafe app**. Tips may be submitted anonymously.

In addition, the Office of Campus Safety and Security responds to building burglary alarms, 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.

Individuals on campus may also report crimes to a designated Campus Security Authority (CSA):

- President of the College (731.426.7595)
- Chief of Staff (731.426.7595)
- Dean of Students or designee (731.426.7547)
- Director of Campus Safety and Security or designee (731.426.7531)
- Campus Resource Officers (731.697.9764 or 731.697.8959)
- Student Conduct Coordinator (731.426.7545)
- Director of Campus Life (731.425.2559)
- Director of Student Involvement and Leadership (731.425.2561)
- Director of Athletics or designee (731.421.7641)
- Head coaches and assistant head coaches (baseball, basketball, cross country, football, softball, tennis, track and field, and volleyball) or designees (731.426.7568)
- Athletic Trainer or designee (731.426.7568)
- Director of Housing and Residential Life or designee (731.426.7547)
- Housing Personnel (Residential Assistants and Area Coordinators) – Hamlett Hall (731.426.7574); Cleaves Hall (731.426.7515); Orchards Hall (731.265.8744); Jennie E. Lane Hall (731.215.1531); Graves Hall (731.426.7566); Smith Hall (731.426.7530); Edens Hall (731.256.8844); Alumni Hall (731.868.1233); and Harper Hall (731.215-1753).

- Title IX Coordinator or designee (731.425.2550)
- Deputy Title IX Coordinator or designee (731.265.1703)
- Human Resources Administrator (731.426.7541)
- Vice President for Student Affairs (731.425.2550)
- Vice President for Academic Affairs or designee (731.426.7552)
- Vice President for Administration or designee (731.426.7522)

These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by the College as to the extent of their responsibility and how to report crimes to Lane College.

A student's privacy concerns are weighed against the needs of Lane College to respond to certain incidents and crimes. To the extent possible, all reports will remain private. However, information may be shared with appropriate departments/areas and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

Information reported to the Department of Campus Safety and Security and the Dean of Students is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the College will notify the Jackson Police Department to respond also.

Applicable Lane College incident reports are forwarded to appropriate campus department offices for review and potential action. The Department of Safety and Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the other appropriate campus departments.

Campus professional Counselors and the College Chaplain, when employed as a counselor and chaplain, and when acting within the scope of their employment at Lane College, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors and the Chaplain are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

### **Limited Voluntary Confidential Reporting**

Lane College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Jackson Police Department (JPD), Campus Safety and Security Staff, and/or Dean of Students. Because police reports are public records under state law, JPD and Lane College cannot hold reports of crime in confidence. Anonymous reports may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of Lane College to respond to certain incidents and crimes. To the extent possible, all reports will remain private. In compelling situations, Lane College reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for

the purpose of issuing a campus-wide “timely warning” as well as inclusion in the annual crime statistics.

If a police report is not immediately filed, the following alternatives may be employed:

1. Report the crime at a later date.
2. Make a complaint to the Office of the Dean of Students. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.
3. Make an anonymous report to the police.
4. Contact a referral agency for help: The Housing Office or the Title IX Coordinator or Deputy Title IX Coordinator.
5. Make a complaint to the Title IX Coordinator (Water Tower Place) and/or Deputy Coordinator (Office of Student Affairs). Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.

Victims and witnesses may report a crime through the College system or criminal justice system at a later date.

### **Security Awareness and Crime Prevention Programs**

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. The Lane College Department of Campus Safety and Security, along with other College offices and organizations, are responsible for presenting security awareness and crime prevention programs to the campus community on a regular basis. These programs are presented to new students during Discovery Week.

For students, Housing Residential Assistants (RAs), Area Coordinators, and the Director of Housing and Residential Life facilitate training for residents with the Director of Campus Safety and Security as appropriate. This training is provided at the beginning of each academic year and on a periodic basis throughout the year.

For staff, training is provided each semester during the Fall and Spring College Assemblies attended by all members of the faculty and staff.

Each year, the Office of Campus Safety and Security coordinates a Campus Safety Awareness Week. The Week hosts events geared to raise awareness and communicate safety information to the campus community. The Week, normally held during the last week of September, includes such activities/topics as follows:

1. Drugs, Alcohol, and Tobacco Use Awareness Day
2. Know Your Rights and Responsibilities Day

3. Title IX Training and *Student Code of Rights, Responsibilities, and Conduct*
4. Suicide Prevention Training
5. Women's Defense Class
6. Drunk Driving Prevention
7. Domestic Violence Awareness

## **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 Campus Safety and Security will contact the President of the College or the Vice President for Administration 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 messaging 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.

Lane College will distribute timely warning announcements when there appears to be a threat to the safety and security on the campus for the following crimes:

- Aggravated assault;
- Arson;
- Burglary;
- Negligent manslaughter;
- Motor vehicle theft;
- Murder/non-negligent manslaughter;
- Robbery;
- Sexual offenses;
- Domestic Violence, dating violence, and stalking;
- Violations of liquor law, drug law, or weapons possession law; and

- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

Crimes that constitute a continuing threat include, but are limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended; and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

### **Warning Content**

The timely warning will contain sufficient information about the nature of the threat to allow members of the campus community to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Date, time, and location of warning
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

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

In some instances, Lane College Campus Safety and Security or JPD may need to keep some facts confidential to avoid compromising an ongoing investigation.

### **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 Campus Safety and Security or designee will be informed of the emergency condition.

The Director of Campus Safety and 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.

In the event of an emergency or dangerous situation, the Department of Safety and Security will direct students, faculty, staff, and visitors to evacuate a particular building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation procedures and protocols and to obey the directives from Lane College and on-scene emergency responders.

Certain events may require the Lane College community and the general public to shelter-in-place to prevent exposure to harmful elements.

### **Drills and Exercises**

Lane College will test emergency response and evacuation procedures at least annually.

Additional building evacuation and sheltering drills are encouraged for all campus buildings. If building occupants wish to have a drill, the Building Coordinator should contact the Office of Campus Safety and Security. The Office of Campus Safety and Security will coordinate the emergency drill and document it. Following each test/drill, the following information will be included in the documentation: (a) a description of the test/drill; (b) the date of the test/drill; (c) time the test/drill began and the time it ended; and (d) whether the test/drill was announced or unannounced.

Lane College promotes emergency procedures through training sessions, drills, and web content found under Campus Safety on the Lane College website at [www.lanecollege.edu](http://www.lanecollege.edu).

Students living on-campus receive training at the beginning of each academic year and participate in drills held throughout the academic year. Training is provided for all Housing staff to include Area Coordinators and Residential Assistants prior to the opening of each academic year.

### **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 instructions for evacuation.

When evacuating a building or work area:

- Stay calm; do not rush and do not panic.
- If safe, close your window and door, but **DO NOT** lock them.

- Use the nearest safe stairs and proceed to the nearest exit. **DO NOT** use elevators.
- Wait for instructions and information from staff/emergency responders. **DO NOT** re-enter the building or work area until you have been instructed to do so by emergency responders/staff. A building occupant is required **by law** to evacuate the building whenever the fire alarm sounds.

If you are unable to evacuate the building by yourself or with assistance:

- Stay in your room or work area and call Campus Safety and Security at **(731.697.9764)**.
- If the emergency is in your room/suite/work area, get to a safe location and then call Campus Safety and Security at **(731.697.9764)**.

If you are trapped in an elevator, use the emergency telephone to call for assistance, or use the emergency alarm to signal for help. **DO NOT** attempt to free yourself from the elevator.

### Evacuation of Individuals with Disabilities

When assisting an individual with a disability, always ask if they will allow you to help and how you can best help them in an emergency. During an emergency, individuals with mobility impairments should seek rescue assistance in the nearest stairwell.

If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have moveable parts; some are not designed to withstand stress or lifting.
- Lifting may be dangerous to you or them.
- In a life-threatening emergency, it may be necessary to remove an individual from the wheelchair. Lifting a person with minimal ability to move may be dangerous.
- Wheelchairs should not be used to descend stairwells, if possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.

### Individuals with a Visual Impairment:

- In case of emergency, offer to act as a sighted guide by offering your elbow to escort them to a safe place. As you walk, describe any obstacles.

**Individuals with a Hearing Impairment:**

- In case of emergency, write a note describing the emergency. ("Fire. Go out the rear door now!")
- Turn the light switch on and off to gain attention, and then indicate through gestures what is happening and what to do.

**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 Department of Safety and Security, it is the policy of the College and the Department to vigorously pursue prosecution of those individuals who commit serious crimes or engage in negligent behavior that creates safety risks for the campus community.

**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.

Entrance doors to the residential facilities remain locked at all times. Residents may enter using their student Identification Card. Visitation is not permitted in the residential facilities. Only those students assigned to the facility may enter.

All non-residential 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 Office of Campus Safety and Security to gain access. The Office of Campus Safety and Security opens doors by request from authorized faculty and staff, or admit persons approved by a department/area head. Members of the faculty and staff are required to present a valid College identification card for verification and entry into locked buildings.

Members of the Office of Campus Safety and Security also unlock College facilities for use for approved student activities and organizational meetings. A listing of approved student activities is electronically circulated and updated periodically by the Office of Campus Life. It is the policy of the College that the advisor(s) for a student group or organization must be

present before the building/facility will be unlocked. The advisor is responsible for notifying the Office of Campus Safety and Security whenever an activity has concluded so that the facility can be properly secured.

Members of the Physical Plant, Office of Campus Safety and Security, and Housekeeping staffs are required to wear uniforms that identify them as members of the appropriate staff. Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to the Office of Campus Safety and Security.

### **Residential Security**

Members of the Campus Safety and Security staff serve as Residential Security. Duties and responsibilities include the following:

- Help guard property against fire, theft, vandalism, and illegal entry.
- Protect campus property by inspecting and checking security of doors, windows, and gates. Turn lights on and/or off.
- Maintain active presence in public areas to enhance the safety of residents.

### **Dragon Squad**

The Dragon Squad is a student organization that provides assistance to the Office of Safety and Security and other select offices at the College. The Dragon Squad provides a unique working environment for students that is both exciting and challenging. The Dragon Squad provides opportunities for students to be directly involved in the daily safety and security of the campus. It also provides opportunities for students to develop and exercise their personal leadership qualities. The Dragon Squad helps to ensure positive control of all approved activities, and to assist in the verification of visitors and vendors upon arrival to the campus. The Dragon Squad also provides assistance to students when moving throughout the campus and at large campus events.

### **Building Owners**

Building Owners are responsible for monitoring the condition and use of a specific Lane College building/property for the purpose of maintaining a safe, functional, and healthy working environment and to ensure a unified approach to resolving building issues/concerns.

Responsibilities include:

1. Monitor assigned building condition and functions.
2. Submit work orders for the common areas of the assigned building to the Office of Administration. (In office buildings, the individual assigned to the

Office is responsible for submitting work orders to the Office of Administration.)

3. Monitor building security and the security of College property.
4. Receive and report safety complaints from occupants of assigned building.
5. Become familiar with the names and faces of employees assigned to office space in the building.
6. Implement emergency action plan in building. Manage evacuations, check assigned areas, and coordinate emergency operations as necessary. This includes assuring that occupants leave their assigned area during fire alarms and other evacuations.
7. Report the status of the building and/or occupants during evacuations to the Office of Safety and Security.
8. Report malfunction or failure of elevators.
9. Assure that flyers and posters are not placed on painted and/or glass surfaces (windows and doors). All flyers/posters must be stamped by the Office of Campus Life or the Office of Academic Affairs. Flyers and posters must be placed on bulletin boards and secured by thumb tacks or push pins.
10. Prepare a list of recommended repairs at the conclusion of each academic year.

## 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.

The College has also installed building alarms on all buildings, including residential facilities. These alarms are activated and monitored by members of the Housing and Campus Security staffs.

Members of the Housing staff monitor the interiors of the residential facilities to make sure that lighting is proper and working. This includes hallways and stairwells. When a repair is needed, an Internal Work Order is prepared and submitted to the Physical Plant Department. Work orders are normally addressed within twenty-four (24) hours. In the event of an emergency, the Director of Housing will request immediate assistance from the Physical Plant Department.

The College has a Risk Assessment Team that monitors outside lighting on the campus. The Team regularly checks to see that all outside lighting is working properly and that there is sufficient lighting throughout the campus.



## DEFINITIONS OF CRIMINAL OFFENSES

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

**Arson** is 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, etc.

**Burglary** is 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.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Drug abuse violations** are defined as the 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).

**Hate crime**, also known as a bias-motivated crime or bias crime, is a prejudice-motivated crime which occurs when a perpetrator targets a victim because of their membership (or perceived membership) in a certain social group or race. These crimes are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

Categories of bias included in the annual statistical disclosure are:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such a disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity; e.g., bias against transgender or gender non-conforming individuals. For purposes of this annual statistical disclosure, hate crimes include any Clery-reportable offense.
- **National Origin.** A preformed negative opinion or attitude toward a person or group of persons because of the person's or the person's ancestors place of origin, or because an individual has the physical, cultural, or linguistic characteristics of a national origin group.

**Liquor law violations** are defined as 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 liquors to minor or intemperate persons; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunken and driving under the influence are not included in this definition).

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and/or non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** is the killing of another person through gross negligence.

**Robbery** is 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.

**Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

**Weapons violations** are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien's possession of deadly weapons; all attempts to commit any of the aforementioned.

### **Arrests and Referrals**

Arrest and referral statistics include the number of arrests and the number of persons referred to disciplinary action for the following violations: **Liquor law violations; Drug law violations; and Weapon law violations.**

### **Unfounded Crime Reports**

An "unfounded crime report" is one that has been fully investigated by sworn or commissioned law enforcement personnel and based on the results of the full

investigation and evidence, the sworn or commissioned law enforcement personnel have made a formal determination that the crime report is false or baseless and therefore “unfounded.”

Crimes can only be unfounded by sworn or commissioned law enforcement personnel.

## **DEFINITIONS OF GEOGRAPHY**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around Lane College’s campus.

### ***On-Campus Buildings or Property***

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls, and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

### ***Non-Campus Buildings or Property***

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by the institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### ***Public Buildings or Property***

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Lane College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

## **PREPARATION AND DISCLOSURE OF CRIME STATISTICS**

Lane College is responsible for preparing and disclosing crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

The Vice President for Administration at Lane College is responsible for collecting and reporting the annual crime statistics from the local police agencies and campus security authorities. This information is included in Lane College's **Annual Security and Fire Safety Report (ASFSR)**. By October 1 of each year, notification of the new ASFSR is emailed to current students and employees. A hard copy of the **Report** is available upon request to the Office of Administration, Room 309, Bray Hall. The crime statistics are also submitted to the United States Department of Education via a web survey on an annual basis.

Statistics are collected by the Office of Administration from reports received from the Jackson Police Department, Office of the Dean of Students, Office of Housing and Residential Life, Office of Campus Safety and Security, and from administrators and other campus security authorities (CSA) in their subordinate reporting roles.

Lane College protocols specify that aggravated assault, arson, negligent manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter, robbery, and any case classified as a hate crime under the Clery Act be reported to the Office of Security and JPD. In cases of sexual assault, domestic violence, dating violence, and stalking, the victim or witness may report to Lane College Campus Safety and Security Office, the Title IX Coordinator, Title IX Deputy Coordinator or file an anonymous report (a statistical notation absent any name). Anonymous reports are revised at the end of the year for reporting purposes.

All relevant crime data are compiled by the Vice President for Administration and are included in Lane College's submission to the United States Department of Education annually by the required suspense date.

The Vice President for Administration, assisted by the Dean of Students, the Director of Safety and Security, and Title IX Coordinator, produces the **Annual Security and Fire Safety Report** which contains policies, procedures and crime data as required by the Clery Act.

Lane College requests crime reports and receives statistical information from the Jackson Police Department monthly.

## **DRUG-FREE CAMPUS AND ALCOHOL ABUSE PREVENTION**

### **Drug Policy**

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 statutes:



## **Ordinances**

### **TCA Code S 11-201**

#### **Public Intoxication**

It shall be unlawful for any person to be under the influence of a controlled substance or intoxicated while in a public place.

- (a) A person commits the offense of **public intoxication** who appears in a **public place** under the influence of a controlled substance, controlled substance analogue or any other intoxicating substance to the degree that:
  - (1) The offender may be endangered;
  - (2) There is endangerment to other persons or property; or (3) The offender unreasonably annoys people in the vicinity.
- (b) A violation of this section is a Class C misdemeanor.

See Tennessee Code Annotated, § 39-17-310, et seq.; also see title 33, chapter 8, part 5. The possible **penalty** for the crime is up to 30 days in jail, a fine of up to \$50, or both.

### **TCA 57-3-412**

#### **Underage Drinking/Minor in Possession of Alcohol**

It is unlawful for any person under the age of twenty-one (21) years to have in such person's possession or to consume any intoxicating liquor or beer for any purpose, whether the same be possessed or consumed in a dry county or a wet county. It is unlawful for any person under twenty-one (21) years of age to transport any intoxicating liquor or beer for any purpose, whether the same be transported in a dry or wet county; provided, that this section shall not be construed as prohibiting any person eighteen (18) years of age or older from transporting, possessing, selling, or dispensing intoxicating liquor or beer in the course of such person's employment.

Any person who purchases an alcoholic beverage for or at the request of a person under twenty-one (21) years of age commits a misdemeanor and, upon conviction for such person's first such offense, shall be punished by a fine of not less than twenty-five dollars (\$25.00) nor more than five hundred dollars (\$500), plus all penalties imposed by § 39-15-404. Upon a person's second or subsequent conviction for such offense, such person shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000), plus all penalties imposed by § 39-15-404.

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.

Students who violate the College policy regarding drug-free campus and alcohol abuse are subject to the following sanctions: disciplinary probation, suspension from the College for not less than one (1) semester; and/or expulsion. Disciplinary probation may include educational sanctions, i.e., the enrollment in a drug or alcohol abuse program.

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.

The College utilizes AlcoholEdu® to provide training and information for its first-year students. AlcoholEdu® is an interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking habits. It is incorporated into the First-Year Experience Program.

### **Drug-Free Awareness Program**

All students participate in the Drug-Free Awareness Program at the College. The objective of this program is to create and enhance awareness of the problems of drug use and alcohol use and abuse, and the methods of coping with and combating these problems in a college setting. The program will begin at the opening of school and continue periodically throughout the academic year.

At the beginning of the academic year, information is presented to all new students who will be required to sign-in during the orientation session. Throughout the academic year, training and education information will be provided through films, guest speakers or both on the following subjects:

- Lane College Drug and Alcohol Policy
- Facts About Drug and Alcohol Abuse
- Signs and Symptoms of Drug Use
- How to Deal With a Student Suspected of Drug Abuse
- Drug Testing Information and Procedures
- Individual Rights Concerning Drug Testing
- Dealing with Peer Referral

In addition, posters and printed matter will be distributed for information to the entire campus community.

Residence hall staff will receive special familiarization training from local agencies to enable them to better detect drug use and illicit drugs themselves.

## **Drug and Alcohol-Free Workplace**

It is Lane College's desire to provide a healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Lane College premises or in a College vehicle, and while conducting College-related activities off-premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

Except as provided below, the possession, sale, purchase, transfer, or use of, or being under the influence of any legally obtained drug by any employee during work hours, or otherwise on College premises, or in a College vehicle is prohibited.

Because of the need to provide a safe workplace, employees who are prescribed drugs or medications by a health care provider that may affect their physical or mental capacities to perform their job must inform either their supervisor or a manager of such drugs or medications, including but not limited to muscle relaxers, tranquilizers, or mind-altering drugs or other medications.

An employee may continue to work, even though under the influence of a legal drug, if the College has determined that the employee does not pose a threat to his or her own safety, or the safety of co-workers or customers, and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the College.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The following is a non-exhaustive listing of examples of prohibited activities which will subject employees to disciplinary action up to and including termination:

- a. Use, possession, manufacture, distribution, dispensation, or sale of:
  - i. Illegal drugs or drug paraphernalia.
  - ii. Unauthorized controlled substances, or
  - iii. Alcohol on College premises or in College-supplied vehicles during working hours.
- b. Storing in a locker, desk, automobile, or other repository on College premises any illegal drug, drug paraphernalia, inhalants, any controlled substance whose use is unauthorized, or any alcohol.
- c. Being under the influence of or testing positive for the presence of an unauthorized controlled substance, illegal drug, or alcohol on College premises or in College supplied vehicles during working hours.

- d. Use of alcohol off College property that adversely affects the employee's work performance, or his/her own or others' safety at work.
- e. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off College property that adversely affects the employee's work performance, his/her own or other's safety at work, or the College's image in the community.
- f. Refusing to submit to an inspection that is requested by the College.
- g. Conviction under any federal, state, or other criminal drug statute. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the College of a criminal conviction for drug-related activity within five days of the conviction.
- h. Failure to report to the College the use of a prescribed medication which warns against operating machinery and/or which poses a direct threat to the health and safety of the employee or his/her co-workers.

### **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 Office of Campus Safety and Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student. A Lane College student who is 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 the Dean of Students 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 in on-campus facilities (Hamlett, Graves, Smith, Cleaves, Orchards, Edens, Alumni, Jennie E. Lane, and Harper Halls) provide emergency contact information via the Comprehensive Academic Management System (CAMS). This information is accessible by the Office of Housing and Residential Life, the Dean of Students, and the Vice President for Student Affairs. Students are asked to review and update the information 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 Office of Campus Safety and Security in person or by telephone at **731.697.9764** or the Office of the Dean of Students at **731.426.7547**. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Office of Campus Safety and Security and the Office of the Dean of Students. 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 number on record;
2. Entering/surveying the student's residence hall room, including contacting the roommate;
3. Checking phone numbers and email addresses provided as well as social networking sites;
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;
8. Contacting extra jurisdictional law enforcement for assistance; and
9. Assessing student's use of campus resources, such as ID card access or computer network systems.

Upon receipt of a credible report of a missing student, the Office of Campus Safety and Security will notify the Jackson Police Department of the report of a 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 Office of Campus Safety and 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 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. Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by Area Coordinators in Housing and Residential Life, Assistant Dean of Students or the Office of Campus Safety and Security.

## **PREVENTING AND RESPONDING TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Lane College does not tolerate domestic violence, dating violence, sexual assault, stalking or other forms of sexual misconduct. Offenders of these acts may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Lane College promotes prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence and instances of stalking.

Lane College is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The College's process does not preclude adjudication under state law.

Lane College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.

### ***Prevention Efforts***

Lane College attempts to foster safe living, learning, and working environments for all members of the College community. To accomplish this, Lane College considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention), crisis management, reporting, medical and counseling services, the Lane College disciplinary system, academic schedules, living arrangements, etc. in the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Lane College provides educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. These programs are provided through the Weekly College Assembly/Chapel and Institutes, workshops and seminars provided by the Office of the First Year Experience, the Student Health Center, and the Office of Counseling Services. Additional information and/or brochures/pamphlets concerning domestic violence, dating violence, sexual assault and stalking can be obtained by contacting the Title IX Coordinator, the Title IX Deputy Coordinator, the Office of Human Resources (Business and Finance), the Office of the Dean of Students, Counseling Office, and/or the Women's and Men's Rape and Resource Assistance Program (WRAP).



First-year students are required to participate in the Vector Learning Management System (LMS) (formerly Haven) **Sexual Assault Prevention for Undergraduates**, a Title IX and VAWA education program that educates students about the elements of healthy relationships, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities. The Vector Learning Management System also provides educational programming on substance abuse prevention in a comprehensive online training program.

The College also requires all student athletes to complete **Sexual Assault Prevention for Student Athletes** and athletic staff are required to complete **Sexual Assault Prevention for Athletic Staff**. All of the programs are provided through Vector. The courses cover hazing and bullying; respectful communication; impact of harmful language; bystander intervention; sexual violence prevalence; healthy relationships; and alcohol and drugs.

All members of the Faculty and Staff are required to participate in the Vector (LMS) **Faculty and Staff**. This module provides educational programming for employees to gain an understanding of the issues and impacts that sexual assault, intimate partner violence, harassment, and stalking have on students and in the workplace. The Vector LMS is an interactive module designed to empower faculty and staff with information on what to do if a claim of sexual assault is reported to them, or if they or someone they know is being sexually harassed. The Vector LMS also provides examples of warning signs of abuse, and situations that may be challenging or confusing regarding harassment.

### ***How to be an Active Bystander***

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved; but, have the choice to intervene, speak up, or do something about it. Lane College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for the bystander to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, as if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

- Refer people to on- or off-campus resources listed in this document for support with health, counseling, or legal assistance.

### ***Risk Reduction Tips***

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment:

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab, rideshare or bus money.
- **Don't allow yourself to be isolated** with someone who you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you get to a social gathering go with a group of friends.** Arrive together; check in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately. (Local authorities can be reached by calling 9-1-1).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, commonly open containers.

- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect a friend has been drugged, contact law enforcement immediately by dialing 9-1-1.** Be explicit with the medical attendants or doctors.

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **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, says or wears gives 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, Title 39, 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.

### **Definitions of Sexual Offenses**

The policy definitions of prohibited conduct and the definition of affirmative consent are listed below. All employees, students, faculty, and third parties who are enrolled, employed, or reasonably connected to the College are subject to this Policy and possible discipline for behavior that violates the Policy definitions described below:

- A. **Unlawful Sex and Gender Discrimination** - any action that denies a person access to, or the benefits of, any program or activity or employment opportunity, solely on the basis of sex or gender.
- B. **Limitations on Consensual Relationships** - Lane College prohibits the following conduct between employees and students, either on- or off-campus:
  - 1. Sexual harassment as defined in the College's policy statement found in the *Faculty Handbook* and *Staff Handbook*.
  - 2. Consensual romantic or sexual relationships.
  - 3. Social fraternization which involves the use of alcohol or illegal drugs.

- C. **Sexual Harassment** – is unwanted sexual advances (either verbal or physical), requests for sexual favors and other visual, verbal, or physical conduct of a sexual nature constitutes sexual harassment when:
1. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in employment decisions or evaluations, or permission to participate in a College activity;
  2. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or of creating an offensive, intimidating, or hostile work environment.
  3. Sexual harassment may take many forms – subtle and indirect, or blatant and overt.
  4. For example:
    - a. It may be conduct toward an individual of the opposite sex or the same sex.
    - b. It may occur between peers or between individuals in a hierarchical relationship.
    - c. It may be aimed at coercing an individual to participate in an unwanted sexual relationship, or it may be the effect of causing an individual to change behavior or work performance.
    - d. It may consist of repeated actions or may even arise from a single incident if sufficiently egregious.
    - e. It may involve physical conduct including unwanted touching and/or assault.
  5. Examples of behaviors which can constitute sexual harassment:
    - a. Unwanted physical contact, including touching, pinching, brushing the body, impeding, or blocking movement, sexual intercourse, or assault.
    - b. Offering employment benefits in exchange for favors.
    - c. Making or threatening reprisals after a negative response to sexual advances.
    - d. Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons, or posters.
    - e. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.

- f. Verbal sexual advances or propositions.
  - g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- D. **Sexual Assault/Rape** - is defined as physical sexual acts against another person that include vaginal, anal, or oral sexual intercourse with another person, including touching sexual or intimate parts of another person, or inserting a foreign object, however slight, into any sexual or intimate parts of another person:
  - 1. Without consent from the other person, or by coercion or threat; or
  - 2. When the other person is incapable of giving consent due to being physically or mentally helpless for any reason, including being asleep or unconscious at the time, or being incapacitated because of the use of alcohol or drugs; or
  - 3. When the other person is unable to give consent due to a disability, mental incapacity, or age (a person under 18 years of age cannot consent to sexual activity with anyone over 18 years of age).
- E. **Domestic Violence** - is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- F. **Dating Violence** - is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- G. **Stalking** - is the willful, malicious, or repeated harassment and/or following of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include, but not be limited to, the willful, malicious, or repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats to his or her safety, mental health,



or physical health. Such behaviors and activities may include, but are not limited to the following:

1. Repeated following or pursuing;
2. Threatening or obscene gestures;
3. Non-consensual communication, including, but not limited to, face-to-face, telephone calls, voice messages, electronic mail, written letters, unwanted gifts, etc.;
4. Trespassing;
5. Vandalism; and
6. Non-consensual touching.

H. **Sexual Exploitation and Other Sexual Misconduct** – occurs when someone takes advantage of another without the other person's consent and exploits or attempts to sexually exploit the person. The following are activities prohibited under this category:

1. Voyeurism or peeping, which is purposefully watching, videotaping, or recording another person without the person's consent, while that person is naked, dressing or undressing or engaging in sexual activity. This also includes allowing others to observe private sexual activity from hidden locations or by electronic means.
2. Sexual exhibitionism, where a person engages in sexually explicit activity in public spaces on campus or to be viewed by the public while on campus using computer hardware or software.
3. Displaying or distributing nude or sexually explicit images of another person on campus or the Internet without the person's consent.
4. Sexual coercion, which is when someone threatens another by stating an intention or threat to expose the other person's sexual orientation, consensual sexual experiences, sexually explicit photographs or videotapes or other images to family, friends, or the public.
5. Writing or marking graffiti on College property that is sexually graphic in nature.
6. Unwelcome gestures of a sexual nature toward another person.
7. Fondling and forcible touching, which is defined as non-consensual touching of sexual or intimate parts of another person for the purpose

of degrading or abusing such persons or for gratifying the actor's sexual desires.

8. Prostituting another person or soliciting a prostitute to campus or a campus event to engage in prostitution.
9. Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge.

### **FACTS ABOUT SEXUAL ASSAULT ([www.https://rainn.org/statistics/victims-sexualassault](https://rainn.org/statistics/victims-sexualassault))**

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

- Everyone is affected by sexual violence.
- Every 68 seconds, an American is sexually assaulted.
- One out of every six American women has been the victim of an attempted or completed rape in her lifetime (14.8% completed, 2.8% attempted).
- About 3% of American men – or 1 in 33 – have experienced an attempted or completed rape in their lifetime.
- Nine out of every 10 victims of rape are female.
- 55% of sexual assault occurs at or near the victim's home; 15% occurs in an open public place; 12% occurs at or near a relative's home; 10% occurs in an enclosed but public area, such as a parking lot or garage; and 8% occurs on school property.

Sexual violence on campus is pervasive.

- 13% of all student experience rape or sexual assault through physical force, violence, or incapacitation (among all graduate and undergraduate students).
- Among undergraduate students, 26.4% of females and 6.7% of males experience rape or sexual assault through physical force, violence, or incapacitation.
- 5.8% of students have experienced stalking since entering college.
- More than 50% of college sexual assaults occur in either August, September, October, or November.
- Students are at a greater risk during the first few months of their first and second semesters in college.

- On average, there are 463,634 victims (age 12 or older) of rape and sexual assault each year in the United States.
- Ages 12-34 are the highest risk years for rape and sexual assault. The majority of sexual assault victims are under 30; and 54% are between the ages of 18-34.

Young women are especially at risk.

- 82% of all juvenile victims are female. 90% of adult rape victims are female.
- Females ages 16-19 are 4 times more likely than the general population to be victims of rape, attempted rape, or sexual assault.
- Women ages 18-24 who are college students are 3 times more likely than women in general to experience sexual violence. Females of the same age who are not enrolled in college are 4 times more likely.

Student or not, college-age adults are at high risk for sexual violence.

- Male college-aged students (18-24) are 78% more likely than non-students of the same age to be a victim of rape or sexual assault.
- Female college-aged students (18-24) are 20% less likely than non-students of the same age to be a victim of rape or sexual assault.
- Only 20% of female student victims, age 18-24, report to law enforcement.
- Only 32% of nonstudent females of the same age do make a report.

The likelihood that a person suffers suicidal or depressive thoughts increases after sexual violence.

- 94% of women who are raped experience symptoms of post-traumatic stress disorder (PTSD) during the two weeks following the rape.
- 30% of women report symptoms of PTSD nine months after the rape.
- 33% of women who are raped contemplate suicide.
- 13% of women who are raped attempt suicide.
- Approximately 70% of rape or sexual assault victims experience moderate to severe distress, a larger percentage than for any other violent crime.

People who have been sexually assaulted are more likely to use drugs than the general public.

- 3.4 times more likely to use marijuana
- 6 times more likely to use cocaine
- 10 times more likely to use other major drugs

Sexual violence also affects victims' relationships with their family, friends, and co-workers.

- 38% of victims of sexual violence experience work or school problems, which can include significant problems with a boss, coworker, or peer.
- 37% experience family/friend problems, including getting into arguments more frequently than before, not feeling able to trust their family/friends, or not feeling as close to them as before the crime.
- 84% of survivors who were victimized by an intimate partner, experience professional or emotional issues, including moderate to severe distress, or increased problems at work or school.
- 79% of survivors who were victimized by a family member, close friend, or acquaintance experience professional or emotional issues, including moderate to severe distress, or increased problems at work or school.
- 67% of survivors who were victimized by a stranger, experience professional or emotional issues, including moderate to severe distress, or increased problems at work or school.

Victims are at risk of pregnancy and sexually transmitted infections (STIs).

- Studies suggest that the chance of getting pregnant from one-time, unprotected intercourse is between 3.1-5%, depending on a multitude of factors, including the time of month intercourse occurs, whether contraceptives are used, and the age of the female. The average number of rapes and sexual assaults against females of childbearing age is approximately 250,000. Thus, the number of children conceived from rape each year in the United States might range from 7,750—12,500. *This is a very general estimate, and the actual number may differ. This statistic presents information from a number of different studies. Further, this information may not take into account factors which increase or decrease the likelihood of pregnancy, including, but not limited to: impact of birth control or condom use at the time of attack or infertility. RAINN presents this data for educational purposes only, and strongly recommends using the citations to review sources for more information and detail.*

## 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 oneself. 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.**
- **When utilizing rideshare services, follow these safety tips:**
  - Request your ride from inside a building and remain inside until the ride arrives.
  - Check Your Ride.
  - Have the driver confirm your name.
  - Be a back-seat rider.
  - Always wear your seat belt.
  - Share your trip details with loved ones.
  - Protect your personal information.
  - Follow your intuition.

### **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 Vice President for Academic Affairs, the Vice President for Administration, the Director of Campus Safety and Security, 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 the 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 of a sexual assault should first get to a place of safety.
2. The victim is advised to immediately contact a friend, Residential Security, Counselor, Nurse, College faculty or staff, or someone with whom they feel safe.
3. 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.
4. The victim is advised not to 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.
5. 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.
6. 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.

7. 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.

## **Filing a Complaint**

Reports of acts of sexual misconduct must be reported to the Title IX Coordinator or Deputy Title IX Coordinator. Lane College will take immediate and appropriate steps to investigate the incident and to resolve the matter promptly and equitably.

1. Lane College will not share information with law enforcement without the expressed consent of the complainant or unless the complainant has also reported the incident to the local law enforcement agency.
2. Before a complainant reveals any information to an employee of the College, the employee must ensure that the complainant understands the reporting obligations of the employee.
3. If the complainant wishes to maintain confidentiality, the employee must direct the complainant to a licensed counselor who is required to maintain confidentiality as required by law.
4. If the complainant wants to share with an employee, information regarding the incident but also maintain confidentiality, the employee must advise the complainant that the College will consider the request but cannot guarantee

that it will be able to honor the request. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.

5. In addition to all other employees on the campus, an institutional complainant can be filed directly with the following:

**Darryl K. McGee**  
Title IX Coordinator  
Water Tower Place  
[dmcgee@lanecollege.edu](mailto:dmcgee@lanecollege.edu)  
731.425.2550

or

**Charlotte Richey**  
Deputy Title IX Coordinator  
Water Tower Place  
[crichey@lanecollege.edu](mailto:crichey@lanecollege.edu)  
731-265-1703

### **Filing a Criminal Complaint**

If the victim of sexual assault wishes to, he/she should contact local law enforcement agencies where the assault occurred. The local law enforcement agency will determine the subsequent steps. An advocate from the WRAP Center or the Title IX Coordinator can assist the complainant in the reporting procedures.

### **Filing an Anonymous Complaint**

Filing an anonymous report will assist the institution with compiling statistical information that can bring attention to the number of incidents that occur at the College. If the complainant's identity is not known, no subsequent appropriate services will be made available. The suspect will not be notified that a report has been filed if no name is revealed. The report will be sent to the Vice President for Information for recording and tracking of incidents on around the Lane College campus.

To file an anonymous report, send the report to:

**Darryl K. McGee**  
Title IX Coordinator  
Water Tower Place  
545 Lane Avenue  
Jackson, TN 38301  
Call **731.425.2550**

The College will complete and maintain information for Clery reporting without identifying information about the victim.

The College will, to the extent possible, maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

### **Procedures for Addressing and Investigating Sexual Misconduct, Sexual Harassment, Discrimination or Related Retaliation and Disciplinary Action**

All reports or complaints will be addressed by a prompt, fair, and impartial resolution procedures. Formal Resolution Procedures may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a respondent. Proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, sexual exploitation, and stalking. The Complainant and the Respondent are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end. Lane College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied.

In any complaint of sexual assault, sexual exploitation, stalking, dating violence, domestic violence or other behavior covered under the federal law, Title IX, the reporting/complaining parties, and the responding parties are entitled to the same opportunities for a support person or advisor of their choice at any meeting or hearing. Once completed, the parties will be informed, in writing, of the outcome, including the finding and the rationale, therefore. Both parties will also be notified of any sanctions imposed. Delivery of these outcomes will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

All parties will be informed of their rights during an investigation. Generally, sexual misconduct and protected class discrimination and harassment investigations will be completed within ninety (90) days of the issuance of the notice of allegation. Should any delay occur, the Title IX Coordinator will inform all parties in writing as soon as is practical. The Title IX Coordinator will notify the parties when the results of the resolution process become final.

Each party, whether a Complainant or a Respondent, may have an advisor of their choice present during any interview, which can include, but is not limited to an attorney or advocate. Advisors are not authorized to speak or participate instead of the Complainant or Respondent. If a Complainant or respondent chooses to have an advisor present for interviews, it is the Complainant or Respondent's obligation to select an advisor whose schedule allows attendance within the timeframes designated.

If a student or employee requires an accommodation to participate in an investigation (such as an accessible meeting location or other accommodation) under the Disability Services policies and procedures, that student or employee should contact the Office of Counseling Services or Human Resources to request such accommodation.

If a report or complaint of potential sexual misconduct, protected class discrimination/harassment or related retaliation within the jurisdiction of the College is made to the Title IX Coordinator, the Title IX Coordinator will determine the most appropriate means for addressing the report or complaint. Options for resolution include:

- (1) formal resolution of the report or complaint;
- (2) resolving the situation through provision of support measures or a policy compliance remedy, which may include education for the respondent; or
- (3) determining that the facts of the complaint or report, even if proven, would not constitute a violation of the applicable policy.

If the individual would still like to maintain privacy and does not wish for the College to investigate or address the matter, the Title IX Coordinator or designee will weigh and determine that request against the College's obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. In making that determination, the Title IX Coordinator or designee will consider a range of factors, including the following:

1. The risk that the alleged perpetrator will commit additional acts of misconduct or other violence;
2. The seriousness of the alleged misconduct, including risk of repeat incident, whether the respondent threatened further misconduct or other violence against the complainant or others, whether the alleged misconduct was facilitated by the incapacitation of the complainant, or whether the respondent has been found responsible in legal or other disciplinary proceedings for acts of misconduct or other violence;
3. Whether the alleged misconduct was perpetrated with a weapon;
4. Whether the complainant is a minor;
5. Whether the College possesses means other than the complainant's testimony to obtain relevant evidence of the alleged misconduct (e.g., security cameras, personnel records, or physical evidence); and
6. Whether the alleged misconduct reveals a pattern of perpetration at a given location or by a particular group.

The Title IX Coordinator or designee's decision will be conducted on a case-by-case basis after an individualized review and the Title IX Coordinator or designee may consult with

other College officials as appropriate including but not limited to the Department of Safety and Security and/or Human Resources. If the College honors the individual's request for privacy, the College's ability to meaningfully investigate the incident and pursue disciplinary action, if appropriate, may be limited.

The College may determine that the most prompt and effective way to address a concern is through provision of support measures and/or policy compliance remedy. The primary focus during provision of support measures and/or policy compliance remedy remains the welfare of the Complainant and the safety of the campus community, but it does not involve a written report or a determination as to whether a policy has been violated. This type of approach provides the College with a "remedies-based" resolution option that allows the College to tailor responses to the unique facts and circumstances of an incident, particularly in cases where there is not a broader threat to individual or campus safety. In these cases, the College may do one or more of the following:

- Provide interim or long-term support measures to the complainant and/or the respondent;
- Provide a referral to other campus resolution processes as appropriate based on the specific facts of the case;
- Provide targeted or broad-based educational programming or training; and/or
- Conduct a Policy Education Meeting with the Respondent to: (1) discuss the behavior as alleged and provide an opportunity to respond; (2) review prohibited conduct under the applicable policies; (3) identify and discuss appropriate future conduct and behavior as well as how to avoid behavior that could be interpreted as retaliatory; (4) inform the Complainant of the Respondent's responses if appropriate; and (5) notify the Office of the Dean of Students or the Respondent's appointing or disciplinary authority of the allegations and responses if necessary, who will determine whether any other disciplinary action is appropriate.

The Title IX Coordinator will offer appropriate assistance to victims in the form of opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available (such as no-contact orders, Health Center referrals, campus escorts, targeted interventions, etc.). Options can also be discussed for managing academic issues while maintaining privacy as sometimes experiencing a sexual assault or other form of sexual misconduct can compromise concentration, ability to focus on school, or feeling able to get to class. With the assistance of the Office of Residence Life and Housing, options can be discussed for a change of housing, for individuals who live in Lane College Housing. No victim is required to take advantage of these services and resources, but Lane College provides them in the hope of offering help and support. A summary of rights and options is provided to all victims.



In a formal resolution of a sexual misconduct, protected class discrimination/harassment or retaliation case, investigators will follow the procedures outlined in the Sexual Harassment and Date Rape Policy contained in the *Student Handbook*.

### **Possible Protective Measures and Sanctions**

When an individual notifies the Title IX Coordinator or Office of Human Resources (either directly or through a responsible employee or other third party) that they have experienced sexual assault, dating violence, domestic violence or stalking, the College will provide assistance as needed (and whether or not there is a formal report or participation in an investigation) in accessing on- and off-campus services, including but not limited to counseling, health services, mental health services, victim advocacy, legal assistance, visa and immigration services, the availability of forensic sexual assault nurse exams ("SANE"), and/or any other reasonable accommodation.

Protective measures for victims may be available and put into place on an interim basis pending the final outcome of disciplinary procedures regarding sexual assault, domestic violence, dating violence, or stalking. In the case of a student Respondent, the Title IX Coordinator will determine appropriate interim protective measures, which could include, but are not limited to, academic services, transportation changes, no-contact orders enforced by the College, residential relocations, changes to or exclusion from classes, changes to or exclusion from campus activities, campus exclusion orders, and/or interim student suspensions. In the case of an employee Respondent, the Title IX Coordinator will determine, together with the appropriate disciplinary authorities and/or supervisors, the appropriate interim measures, which could include, but are not limited to no-contact orders enforced by the College, reassignment to a different position or supervisor, modification of job duties, a temporary leave of absence, and/or campus exclusion orders. These remedies may be applied to one, both, and multiple parties involved. Violations of these directives and/or protective measures will constitute related violations that may lead to additional disciplinary action.

Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College. Students who are found responsible for violating a provision of the College's Sexual Misconduct Policy, which includes provisions that prohibit sexual assault, domestic violence, dating violence, and stalking, will be referred to student conduct process for sanctions.

These sanctions may include, but are not limited to, one or more of the following:

1. Expulsion
2. Suspension
3. Residence Hall Reassignment
4. Residence Hall Contract Termination
5. Exclusion from Some/All Campus Facilities
6. Restriction or Denial of College Services
7. Delayed Conferral of Degree
8. Withholding of Official Transcript
9. Recommendation for Revocation of Degree

10. Warning/Written Reprimand
11. Probation
12. Educational Sanctions
13. Community Service
14. Additional Sanctions

If it is determined that an employee has violated the College's Sexual Misconduct Policy, which includes provisions that prohibit sexual assault, domestic violence, dating violence, and stalking, the employee will be subject to appropriate employment sanctions imposed by the employee's disciplinary authority that include, but are not limited to:

1. Termination of Employment
2. Demotion
3. Letter of Expectation/Reprimand
4. Mandatory Training
5. Termination of Employment Contract
6. Job Duty Modification
7. Exclusion from Some/All Campus Facilities
8. Ineligibility for Rehire
9. Additional Sanctions

Sanctions imposed must be based upon consideration of all the circumstances in a particular case. Mitigating and aggravating circumstances may be considered. Repeated violations are likely to result in progressively severe sanctions and one or more may be imposed. It is important to note that in all cases, the conduct officer or disciplinary authority reserves the right to use their discretion in determining the appropriate sanction for a case. All decisions regarding responsibility and appropriate sanctions will be made in writing. Both the Complainant and the Respondent have the right to meet with the conduct officer or disciplinary authority, give an impact statement, or discuss mitigating factors for the purposes of influencing the sanctions, and shall be informed of the outcome of the corrective action or disciplinary process. A student respondent who is sanctioned may appeal a conduct determination, which will consist of a review of the existing record by a different authority, in accordance with the process outlined in the Lane College *Student Code of Rights, Responsibilities, and Conduct*. The ability of an employee respondent who is sanctioned to appeal will be determined by specific policies outlined in the *Faculty Handbook* and/or *Staff Handbook*.

### **Procedure for Appeal**

Both the accused and the accuser may file an appeal within 24 hours after receipt of the written notification of the judicial body's decision. The decision of the Faculty-Student Hearing and Disciplinary Committee may be appealed to the Appeals Committee consisting of the Vice President for Administration and the President of the College.

## College Disciplinary Sanctions for Faculty and Staff

The College will follow the disciplinary policies and procedures in the *Faculty Handbook* for faculty. For any disciplinary acts involving staff, the College will follow the policies and procedures outlined in the *Staff Handbook*.

## 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. This includes changing the victim's academic or living situations.
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 online training program entitled Vector LMS for **Undergraduate Students** and Vector LMS for **Faculty and Staff**. The College also provides an acquaintance rape seminar facilitated 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 Offices of Counseling Services and the Health Center.

The College provides educational programs and seminars to all first-year students during Discovery Week. This is a period of time when only first-year students are on the campus and time is devoted to acclimating them to college life.

In addition, the College provides ongoing training for all members of the Athletic staff (coaches, Athletic Director, Sports Information Director (SID), trainer, etc.) on an annual basis. Training is also provided to student-athletes throughout the academic year.

## LIVESAFE APP (A Blue Phone in Every Pocket)

The College employs the LiveSafe Application to assist in providing a safe and secure environment. The App can be downloaded by all students, faculty, and staff. LiveSafe is a mobile safety communications platform that facilitates discreet and risk-free bystander intervention by faculty, staff, and students through information sharing with campus safety officials.

Through a campus safety app installed on iPhone and Android devices, students and other community members can report GPS-tagged information with added pictures, video, and audio clips. Safety and Security officials are able to respond to students, faculty, and staff via a cloud-based Command Dashboard using a real-time two-way chat or investigate further using the information submitted to officials. The LiveSafe solution:



- Empowers students to take more ownership in their campus' safety by turning their smartphones into powerful personal safety tools;
- Leverages the campus community's eyes and ears by increasing communication between students and public safety officials;

- Enhances students' everyday safety through better awareness of safety issues; and
- Strengthens resiliency against sexual assault and improves Title IX compliance.

The LiveSafe Campus Safety App allows students and other community partners to: (1) submit tips and information quickly and discreetly about suspicious activity, mental health concerns, and sexual assault. Tip submitters may choose to submit anonymously and can add picture or video evidence; (2) Use location sharing during emergency situations; (3) access essential safety resources and information; and (4) Help keep friends safe using SafeWalk – ask friends or family to virtually walk you to your final destination.

LiveSafe also has the capability for sending mass text messages. Text messages can be sent to all persons who download the app.

LiveSafe also includes information on selected topics and provides guidance to community members in the event of an occurrence of any of the following:

1. Reporting an Emergency;
2. Rules of Personal Safety;
3. Active Assailant/Crime in Progress;
4. Bomb Threat;
5. Earthquake;
6. Medical Emergency;
7. Tornado;
8. Hazardous Materials;
9. Utilities Failure or Outage;
10. Shelter-in-Place;
11. Evacuation;
12. Fire;
13. Flooding;
14. Winter Weather;
15. Sexual Assault Policy; and
16. Missing Student Notification Policy and Procedures.

To get the LiveSafe app:

1. Download "LiveSafe" from the [App Store](#) or [Google Play](#) (Be sure to enable location services and push notifications when prompted.)

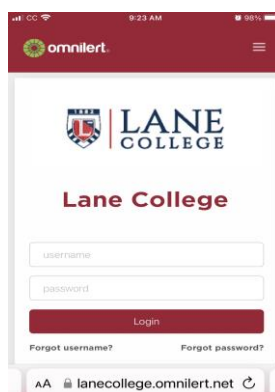


2. Sign up using your mobile phone number. Fill out your profile and verify your account.
3. Search for "Lane College" to connect with the organization. Add your Lane College email address to your profile (Left Menu > Settings > Profile).

## 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 Vice President for Administration, 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.

The College has a subscriber portal located at <https://lanecollege.omnilertnet/subscriber.php> where students, faculty, and staff sign up to receive emergency messages via text, voice mail, and/or email.



## 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 security staff to provide surveillance including the checking of 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 Dean of Students, 731.425.2550 or Ext. 2550
- Department of Safety and Security, 731.697.9764 or 731.426.7531 or Ext. 7531
- Office of Administration, 731.426.7522 or Ext. 7522
- Counseling and Disability Services, 731.426.7619 or Ext. 7619 or 731.571.5560
- Health Services, 731.265.6604 or Ext. 6604 or 731.444.0923
- College Chaplain, 731.426.7505 or Ext. 7505
- Residence Life, 731.426.7547 or Ext. 7547
- Hamlett Hall, 731.426.7574 or Ext. 7574
- Cleaves Hall, 731.426.7515 or Ext. 7515
- Orchards Hall, 731.256.8743 or Ext. 8743
- Jennie E. Lane Hall, 731.215.1532 or Ext. 1532
- Graves Hall, 731.426.7566 or Ext. 7566
- Smith Hall, 731.426.7530 or Ext. 7530
- Edens Hall, 731.256.8844 or Ext. 8844
- Alumni Hall, 731.868.1233 or Ext. 1233
- Harper Hall, 731.215.1753 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
- West Tennessee Healthcare North, 731.661.2000
- Pathways – For Appointment Call – 1.800.587.3854
- Pathways – 24 Hour Crisis Line – 1.800.372.0693
- Positive Living Group – 731.736.4400
- Women’s and Men Resource and Rape Assistance Program, 731.668.0411
- Tennessee Coalition to End Domestic and Sexual Violence, 1.800.289.9018 or [www.tcadsv.org](http://www.tcadsv.org)
- Tennessee Domestic Violence Hotline, 1.800.356.6767
- National Suicide Prevention Lifeline – 1.800.273.TALK (8255) or text TN to 741741
- Tennessee Suicide Prevention Network (TSPN), <http://tspn.org>
- S.S. Wolfe Counseling, 731.686.9383
- National Sexual Assault Hotline, 1.800.656.4673
- RAINN - Rape, Abuse, and Incest National Network, [www.rainn.org](http://www.rainn.org); 1.800.656.4673
- ASPEN (Abuse Support and Prevention Education Network) Hotline, 1.406.222.8154
- National Sexual Violence Resource Center – [www.nsvrc.com](http://www.nsvrc.com)
- CARE CENTER, Jackson, TN 731.427.2273
- The Dream Center, Jackson, TN 731.512.0095



## Sex-Offender Registry

The State of Tennessee Sex Offender Registry can be accessed by using the following web address:

<https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>.

## Additional Resources

### **Title IX Coordinator**

**731.425.2550**

Water Tower Place

Lane College

545 Lane Avenue

Jackson, TN 38301

### **Deputy Title IX Coordinator**

**731.265.1703**

Water Tower Place

Lane College

545 Lane Avenue

Jackson, TN 38301

The College's Title IX Coordinator is responsible for overseeing all reports of sexual misconduct, relationship violence, and stalking and identifying and addressing any patterns of systemic problems that arise during review of such reports. Allegations of sexual misconduct, relationship violence, and stalking may be reported directly to the Title IX Coordinator. The Title IX Coordinator can answer questions and provide information regarding this policy, available resources and support services, and external criminal and legal options. The Title IX Coordinator may issue non-contact orders. The Dean of Students may arrange other accommodations in consultation with the Title IX Coordinator. An alleged victim that wishes to initiate disciplinary proceedings should submit a complaint to the Title IX Coordinator.

The College does not issue orders of protection. However, the Director of Campus Safety and Security and/or the Dean of Students can assist a student in contacting the Jackson Police Department with regard to orders of protection that may be issued by a criminal or civil court. Lane College will comply with and assist in the enforcement of these orders.

## **MYTHS and FACTS about Sexual Violence (U.S. Department of Justice Office on Violence Against Women)**

The **U.S. Department of Justice Office on Violence Against Women** compiled the following myths and facts of sexual violence:

**Myth #1:** Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.

**Fact:** Rape and sexual assault are crimes of violence and control that stem from a person's determination to exercise power over another. Neither provocative dress nor promiscuous behavior are invitations for unwanted sexual activity. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way that person dresses or acts.

**Myth #2:** If a person goes to someone's room, house, or goes to a bar, he/she assumes the risk of sexual assault. If something happens later, he/she can't claim that he/she was raped or sexually assaulted because he/she should have known not to go to those places.

**Fact:** This "assumption of risk" wrongfully places the responsibility of the offender's actions with the victim. Even if a person went voluntarily to someone's residence or room and consented to engage in some sexual activity, it does not serve as a blanket consent for **all** sexual activity. If a person is unsure about whether the other person is comfortable with an elevated level of sexual activity, the person should stop and ask. When someone says "No" or "Stop", that means **STOP**. Sexual activity forced upon another without consent is sexual assault.

**Myth #3:** It's not sexual assault if it happens after drinking or taking drugs.

**Fact:** Being under the influence of alcohol or drugs is not an invitation for non-consensual sexual activity. A person under the influence of drugs or alcohol does not cause others to assault him/her; others choose to take advantage of the situation and sexually assault him/her because he/she is in a vulnerable position. Many state laws hold that a person who is cognitively impaired due to the influence of drugs or alcohol is not able to consent to sexual activity. The act of an offender who deliberately uses alcohol as a means to subdue someone in order to engage in non-consensual sexual activity is also criminal.

**Myth #4:** Most sexual assaults are committed by strangers. It's not rape if the people involved knew each other.

**Fact:** Most sexual assaults and rapes are committed by someone the victim knows. Among victims aged 18 to 29, two-thirds had a prior relationship with the offender. During 2000, about six in ten rape or sexual assault victims stated the offender was an intimate partner, other relative, a friend or an acquaintance. A study of sexual victimization of college women showed that most victims knew the person who sexually victimized them. For both completed and attempted rapes, about 9 in 10 offenders were known to the victim. Most often, a boyfriend, ex-boyfriend, classmate, friend, acquaintance, or co-worker sexually victimized the women. Sexual assault can be committed within any type of relationship, including in marriage, in dating relationships, or by friends, acquaintances or co-workers. Sexual assault can occur in heterosexual or same-gender relationships. It does not matter whether there is a current or past relationship between the victim and offender; unwanted sexual activity is still sexual assault and is a serious crime.

**Myth #5:** Rape can be avoided if people avoid dark alleys or other "dangerous" places where strangers might be hiding or lurking.

**Fact:** Rape and sexual assault can occur at any time, in many places, to anyone. According to a report based on FBI data, almost 70% of sexual assault reported to law enforcement occurred in the residence of the victim, the offender, or another individual. As pointed out above in Fact #4, many rapes are committed by people known to the victim. While prudent, avoiding dark alleys or “dangerous” places will not necessarily protect someone from being sexually assaulted.

**Myth #6:** A person who has really been sexually assaulted will be hysterical.

**Fact:** Victims of sexual violence exhibit a spectrum of responses to the assault which can include: calm, hysteria, withdrawal, anger, apathy, denial, and shock. Being sexually assaulted is a very traumatic experience. Reactions to the assault and the length of time needed to process through the experience vary with each person. There is no “right way” to react to being sexually assaulted. Assumptions about a way a victim “should act” may be detrimental to the victim because each victim copes with the trauma of the assault in different ways which can also vary over time.

**Myth #7:** All sexual assault victims will report the crime immediately to the police. If they do not report it or delay in reporting it, then they must have changed their minds after it happened, wanted revenge, or didn’t want to look like they were sexually active.

**Fact:** There are many reasons why a sexual assault victim may not report the assault to the police. It is not easy to talk about being sexually assaulted. The experience of re-telling what happened may cause the person to relive the trauma. Other reasons for not immediately reporting the assault or not reporting it at all include fear of retaliation by the offender, fear of not being believed, fear of being blamed for the assault, fear of being “revictimized” if the case goes through the criminal justice system, belief that the offender will not be held accountable, wanting to forget the assault ever happened, not recognizing that what happened was sexual assault, shame, and/or shock. In fact, reporting a sexual assault incident to the police is the exception and not the norm. From 1993 to 1999, about 70% of rape and sexual assault crimes were not reported to the police. Because a person did not immediately report an assault or chooses not to report it at all does not mean that the assault did not happen.

Victims can report a sexual assault to criminal justice authorities at any time, whether it be immediately after the assault or within weeks, months, or even years after the assault. Criminal justice authorities can move forward with a criminal case, so long as the incident is reported within the jurisdiction’s statute of limitations. Each state has different statutes of limitations that apply to the crimes of rape and sexual assault. Statutes of limitation provide for the time period in which criminal justice authorities can charge an individual with a crime for a particular incident. If you have any questions about your state’s statutes of limitation, you can call your local police department, prosecutor’s office, local sexual assault victim services program, or state sexual assault coalition.

**Myth #8:** Only young, pretty women are assaulted.

**Fact:** The belief that only young, pretty women are sexually assaulted stems from the myth that sexual assault is based on sex and physical attraction. Sexual assault is a crime of power and control, and offenders often choose people whom they perceive as most vulnerable to attack or over whom they believe they can assert power. Sexual assault victims come from all walks of life. They can range in age from the very old to the very young. Many victims of sexual violence are under 12. Sixty-seven percent of all victims of sexual assault reported to law enforcement agencies were juveniles (under the age of 18); 34% of all victims were under age 12. One of every seven victims of sexual assault reported to law enforcement agencies were under age 6. Men and boys are sexually assaulted too. Persons with disabilities are also sexually assaulted. Assumptions about the “typical” sexual assault victim may further isolate those victimized because they may feel they will not be believed if they do not share the characteristics of the stereotypical sexual assault victim. [Rennison, Callie M., *Violent Victimization and Race, 1993-98*, Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics, NCJ 176354 (March 2001).]

**Myth #9:** It's only rape if the victim puts up a fight and resists.

**Fact:** Many states do not require a victim to resist in order to charge the offender with rape or sexual assault. In addition, there are many reasons why a victim of sexual assault would not fight or resist her attacker. She/he may feel that fighting or resisting will make her/his attacker angry, resulting in more severe injury. She/he may not fight or resist as a coping mechanism for dealing with the trauma of being sexually assaulted. Many law enforcement experts say that victims should trust their instincts and intuition and do what they think is most likely to keep them alive. Not fighting or resisting an attack does not equal consent. It may mean it was the best way she/he knew how to protect herself/himself from further injury. [Greenfeld, Lawrence A. and Steven K. Smith, *American Indians and Crime*, Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics, NCJ 173386 (February 1999)].

**Myth #10:** Someone can only be sexually assaulted if a weapon was involved.

**Fact:** In many cases of sexual assault, a weapon is not involved. The offender often uses physical strength, physical violence, intimidation, threats, or a combination of these tactics to overpower the victim. As pointed out in Fact #4, most sexual assaults are perpetrated by someone known to the victim. An offender often uses the victim's trust developed through their relationship to create an opportunity to commit the sexual assault. In addition, the offender may have intimate knowledge about the victim's life, such as where he/she lives, where she works, where she goes to school, or information about her family and friends. This enhances the credibility of any threats made by the offender since he/she has the knowledge about his/her life to carry them out. Although the presence of a weapon while committing the assault may result in a higher penalty or criminal charge, the absence of a weapon does not mean that the offender cannot be held criminally responsible for a sexual assault.

**Myth #11:** Rape is mostly an inter-racial crime.

**Fact:** The vast majority of violent crimes, which include sexual assaults and rapes, are intra-racial, meaning the victim and the offender are of the same race. This is not true, however, for rapes and sexual assaults committed against Native women. American Indian victims reported that approximately 8 in 10 rapes or sexual assaults were perpetrated by whites. Native women also experience a higher rate of sexual assault victimization than any other race.

## **STALKING POLICY**

This policy applies equally to all members of the Lane College community: students, faculty, staff, administrators, contract employees, and visitors. The purpose of this policy is to provide an atmosphere that is conducive to learning, which is free from harassment or interference. The College is committed to providing an environment, in which visitors to and members of the campus community are provided with an atmosphere that enhances academic learning and considers the welfare of the community with the highest regard.

Stalking behavior will not be tolerated at Lane College. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning and work environment. Incidents occurring on- and/or off-campus are subject to the College discipline process when such actions affect the learning environment or operations of the College.

### **Definitions**

**Stalking** is the willful, malicious, or repeated harassment and/or following of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include, but not be limited to, the willful, malicious, or repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats to his or her safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to the following:

1. Repeated following or pursuing;
2. Threatening or obscene gestures;
3. Non-consensual communication, including, but not limited to, face-to-face, telephone calls, voice messages, electronic mail, written letters, unwanted gifts, etc.;
4. Trespassing;
5. Vandalism; and
6. Non-consensual touching.

These offenses may result in additional criminal charges.

**Cyber stalking (also known as online harassment or electronic stalking)** is the persistent offensive, threatening communication through the Internet, via email, chat rooms or instant messaging or through other electronic means.

### **Reporting Procedures**

The College strongly encourages individuals to report suspected stalking situations to the appropriate law enforcement agencies and College officials. Reporting the stalking incidents is the most effective way action can be taken against the alleged stalker. Victims are encouraged to report incidents of stalking to one of the following:

- Director of Campus Safety and Security
- College Counseling Center
- College Health Center
- Office of the Vice President for Student Affairs/Dean of Students
- Office of Campus Life

### **College Disciplinary Process**

The Lane College Office of the Dean of Students will investigate a charge against another student. When a complainant gives information to the Dean of Students about a stalking incident and accuses a College student of the offense, the Dean of Students will have the discretion to impose appropriate temporary sanctions against the accused student pending a hearing. When any necessary investigation is complete, the Dean of Students will notify the accused student of the charges and will handle the complaint through an administrative hearing or refer the case to the Faculty-Student Hearing and Disciplinary Committee.

### **Penalties**

The College will not tolerate stalking behavior. The penalty for students found guilty of a stalking offense under this policy may range from disciplinary probation to dismissal from the College as well as other sanctions deemed appropriate by the Dean of Students or the Faculty-Student Hearing and Disciplinary Committee.

### **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. Lane College is required to report crime statistics through the Tennessee Incident Based Reporting System (TIBRS). The statistics are required to be submitted weekly 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 Dean of Students or the Vice President for 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 data submitted.

Access to Lane College Crime Log is available through the Office of Safety and Security and can be found on the College's website at: <https://www.lanecollege.edu/legal/security-policies/weekly-crime-log>.

The following information is contained on the Crime Log:

- a. Name/Type of Incident;
- b. Case Number;
- c. Date/Time Reported;
- d. Date/Time Occurred;
- e. General Location; and
- f. Disposition

Questions or concerns should be directed to the Office of Safety and Security at **731.426.7531 or 731.697.9764**.



**CRIMES REPORTED BY LANE COLLEGE**

Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

**CRIMINAL OFFENSES REPORTING TABLE**

| OFFENSE                                      | YEAR | ON-CAMPUS<br>PROPERTY | ON-CAMPUS<br>HOUSING<br>FACILITIES | NON-CAMPUS<br>PROPERTY | PUBLIC PROPERTY |
|--|------|-----------------------|------------------------------------|------------------------|-----------------|
| <b>Murder/Non-Negligent<br/>Manslaughter</b> |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Negligent Manslaughter</b>                |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Rape</b>                                  |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 1                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Fondling</b>                              |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 1                                  | 0                      | 0               |
|  | 2021 | 0                     | 3                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Incest</b>                                |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Statutory Rape</b>                        |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>Robbery</b>                               |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 1                     | 0                                  | 0                      | 0               |
|  | 2020 | 1                     | 0                                  | 0                      | 0               |
| <b>Aggravated Assault</b>                    |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 2                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 4                     | 1                                  | 0                      | 0               |
| <b>Burglary</b>                              |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 13                                 | 0                      | 0               |
|  | 2021 | 0                     | 6                                  | 0                      | 0               |
|  | 2020 | 17                    | 17                                 | 0                      | 0               |
| <b>Motor Vehicle Theft</b>                   |      |                       |                                    |                        |                 |
|  | 2022 | 1                     | 0                                  | 0                      | 0               |
|  | 2021 | 1                     | 0                                  | 0                      | 0               |
|  | 2020 | 2                     | 0                                  | 0                      | 0               |
| <b>Arson</b>                                 |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 2                     | 2                                  | 0                      | 0               |

There were no unfounded crimes in 2020, 2021, or 2022. There were no hate crimes in 2020, 2021, or 2022.

**ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE**

| OFFENSE  | YEAR | ON-CAMPUS<br>PROPERTY | ON-CAMPUS<br>HOUSING<br>FACILITIES | NON-CAMPUS<br>PROPERTY | PUBLIC PROPERTY |
|--|------|-----------------------|------------------------------------|------------------------|-----------------|
| <b>ARRESTS:<br/>WEAPONS: CARRYING,<br/>POSSESSING, ETC.</b>                |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 2                     | 3                                  | 0                      | 0               |
|  | 2020 | 2                     | 2                                  | 0                      | 0               |
| <b>DISCIPLINARY REFERRALS:<br/>WEAPONS: CARRYING,<br/>POSSESSING, ETC.</b> |      |                       |                                    |                        |                 |
|  | 2022 | 2                     | 2                                  | 0                      | 0               |
|  | 2021 | 1                     | 0                                  | 0                      | 0               |
|  | 2020 | 2                     | 2                                  | 0                      | 0               |
| <b>ARRESTS:<br/>DRUG ABUSE VIOLATIONS</b>                                  |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 1                                  | 0                      | 0               |
|  | 2021 | 6                     | 4                                  | 0                      | 0               |
|  | 2020 | 0                     | 2                                  | 0                      | 0               |
| <b>DISCIPLINARY REFERRALS:<br/>DRUG ABUSE VIOLATIONS</b>                   |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 4                                  | 0                      | 0               |
|  | 2021 | 11                    | 8                                  | 0                      | 0               |
|  | 2020 | 14                    | 24                                 | 0                      | 0               |
| <b>ARRESTS:<br/>LIQUOR LAW VIOLATIONS</b>                                  |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 0                                  | 0                      | 0               |
| <b>DISCIPLINARY REFERRALS:<br/>LIQUOR LAW VIOLATIONS</b>                   |      |                       |                                    |                        |                 |
|  | 2022 | 0                     | 0                                  | 0                      | 0               |
|  | 2021 | 0                     | 0                                  | 0                      | 0               |
|  | 2020 | 0                     | 2                                  | 0                      | 0               |

**DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING (VAWA)**

| OFFENSE                      | ON-CAMPUS<br>TOTAL | NON-CAMPUS<br>TOTAL | PUBLIC<br>PROPERTY<br>TOTAL | GRAND<br>TOTALS | RESIDENTIAL<br>FACILITIES TOTAL | UNFOUNDED<br>CRIMES |
|------------------------------|--------------------|---------------------|-----------------------------|-----------------|---------------------------------|---------------------|
| <b>Domestic<br/>Violence</b> |                    |                     |                             |                 |                                 |                     |
| 2022                         | 1                  | 0                   | 0                           | 0               | 1                               | 0                   |
| 2021                         | 5                  | 0                   | 0                           | 5               | 8                               | 0                   |
| 2020                         | 3                  | 0                   | 0                           | 3               | 2                               | 0                   |
| <b>Dating Violence</b>       |                    |                     |                             |                 |                                 |                     |
| 2022                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |
| 2021                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |
| 2020                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |
| <b>Stalking</b>              |                    |                     |                             |                 |                                 |                     |
| 2022                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |
| 2021                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |
| 2020                         | 0                  | 0                   | 0                           | 0               | 0                               | 0                   |

## **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 Safety and Security (731.426.7531) and Vice President for Student Affairs (731.425.2550).

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 and/or response. Fire/life safety is everyone's responsibility.

### **Lane College Smoke and Tobacco – Free Policy**

#### **Policy Specifics**

The Policy will restrict the use of all forms of tobacco products including, but not limited to cigarettes, pipes, cigars, chewing tobacco, snuff, smokeless electronic cigarettes, and other similar devices. It allows the use of tobacco products in private vehicles on campus.

The policy went into effect July 1, 2015. Tennessee law prohibits smoking in all buildings owned or operated by the state which includes any College-owned or leased facilities, vehicles, and athletic venues.

#### **Why is Lane College Tobacco-Free?**

In 2017, more than 2,000 colleges and universities across the nation are completely smoke-free on campus. Across the state, several colleges and universities have enacted similar policies.

The Lane College policy is not about denying rights; but rather about promoting and creating a healthy environment for all. Student Health Services has reported treating students with asthma and other respiratory illnesses whose conditions are triggered by outdoor exposure to second-hand smoke. Thus, the focus is not on individual tobacco users, but rather seeks to address unhealthy behaviors in public spaces that are shared by all members and visitors of Lane College. Individuals can still use tobacco at off-campus locations.

## Policy

### **I. PURPOSE**

Lane College promotes a healthy, safe, and aesthetically pleasing work, educational, and living environment. The Lane College community acknowledges that long-term health hazards may accrue to people who use tobacco products or who are subjected to second-hand smoke. As a result, effective July 1, 2015, Lane College is a Tobacco-Free Campus, and the use of tobacco will not be permitted.

### **II. SCOPE**

The policy will restrict the use of all forms of tobacco products including, but not limited to cigarettes, pipes, cigars, chewing tobacco, snuff, smokeless electronic cigarettes, and other similar devices.

### **III. GENERAL RULES**

#### **A. Prohibited Areas for Smoking**

Tobacco use is not permitted in any Lane College-owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by Lane College, including off-campus property.

### **IV. SUPPORT**

Understanding the addictive nature of tobacco products, Lane College will make every effort to assist those who may wish to stop using tobacco. Students, faculty, and staff who wish to stop using tobacco are encouraged to contact the Health Center for information about smoking cessation programs.

### **V. COMPLIANCE AND ENFORCEMENT OF POLICY**

#### **A. Compliance**

All members of the Lane College community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors, and visitors will voluntarily comply with the spirit and intent of this policy.

Violation of this policy may be regarded as a willful safety violation.

#### **B. Enforcement of Policy**

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will not be part of the basic enforcement of this policy; however, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy.

**C. Violations**

- (1) Violations of this policy by faculty and staff should be brought to the attention of the employee's supervisor.
- (2) Violations of this policy by students should be brought to the office of the Dean of Students.

**VI. IMPLEMENTATION****A. Signage**

The Department of Physical Plant will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.

**B. Notice to Faculty and Staff**

Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.

**C. Notice to Students**

The Admissions Department is responsible for implementing procedures to ensure that all future students are notified of the requirements of this policy. The Office of the Dean of Students is responsible for implementing procedures to ensure that all current students are notified of the requirements of this policy.

**Education, Training and Drills**

The Office of Campus Safety and Security 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 Campus Safety and Security.

**Fire Prevention**

Ten (10) tips that promote fire safety:

**1. REVIEW PREVENTION POLICIES**

The prevention of fire in schools is an ongoing process that should be reviewed regularly. The Jackson Fire Department provides educational programs and resources for campuses across the city, and they are available to offer their expertise to help refine school fire prevention policies.

**2. MAKE SYSTEM FAMILIARITY A REQUIREMENT**

Make sure faculty and staff members are familiar with the College's fire safety systems. When everyone has a working knowledge of sprinklers, security lighting and alarms, they're more likely to spot potential system problems.

**3. ENSURE CLEAR ACCESS TO ALARMS AND EXITS**

Throughout the day, week, and school year, keep a vigilant eye on fire exits, stairwells and alarm stations so that they don't become blocked.

**4. MAP EVACUATION ROUTES**

Post maps in each building/facility that clearly show the different escape routes in case of a fire. Explain to students that the areas in hallways and stairwells need to stay clear of obstructions at all times.

**5. PRACTICE FIRE DRILLS REGULARLY**

No matter how well you teach fire safety, lessons need to be reinforced with practice. Hold regular fire drills throughout the year so that students become familiar with getting organized for evacuation and following escape routes.

**6. SET UP A BUDDY SYSTEM**

In each facility, identify individuals with special needs. Work with other students/individuals in the building to set up a buddy system that supports individuals who need extra help during practice drills or actual fire emergencies.

**7. STRESS ORDER OVER EXCITEMENT**

Some individuals naturally get excited during a fire drill but make it clear that safety depends on order. Explain why individuals must follow the evacuation procedures. Teach individuals to remain calm now so that they can face a real emergency without being frightened.

**8. COUNT HEADS IN A SAFE ZONE**

Designate areas outside the building as safe zones for holding in place after an evacuation. Building Owners/Residential Assistants should make sure students understand that they should never try to go back inside until they're given the all-clear.

**9. SHAKE UP THE ROUTINE**

Several times each year, hold unscheduled fire drills. Run these unexpected practices at different times of day and under different conditions. This gives the staff the opportunity to pinpoint any problems with plans, and it helps individuals learn to stay calm during an emergency.

**10. EMPOWER INDIVIDUALS**

Let faculty/staff/students know how important it is to always practice fire safety. Let them how much you appreciate them for helping others and

following the rules. The knowledge and skills developed will serve them well in other emergencies and circumstances.

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 Safety and 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 Department of Safety and Security of those missing or 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 Director of Campus Safety and Security at 731.426.7531; or Security Shift Supervisor at 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.
- Combustible engines and materials, including grills and petroleum products are not permitted in the residence halls.
- Size and power requirements of refrigerators are limited (4.5 cubic feet).
- Halogen lamps are prohibited.
- All appliances (dormitory refrigerators) must be UL approved.
- Vehicles are not permitted in any residence facility.
- Portable air conditioners and electrical heaters 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.
- Hover boards are not permitted inside of the residential facilities.

Housing and Residence Life staff members have 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.

### Fire Safety Systems in Residential Facilities

| Facility            | Fire Alarm Monitoring System | Sprinkler System | Smoke Detection | Fire Extinguisher Services | Evacuation Plans & Placards | Number of Evacuation (Fire Drills) Each Calendar Year |
|---------------------|------------------------------|------------------|-----------------|----------------------------|-----------------------------|---|
| Hamlett Hall        | Yes                          | No               | Yes             | Yes                        | Yes                         | 2   |
| Cleaves Hall        | Yes                          | No               | Yes             | Yes                        | Yes                         | 2   |
| Smith Hall          | Yes                          | No               | Yes             | Yes                        | Yes                         | 2   |
| Graves Hall         | Yes                          | No               | Yes             | Yes                        | Yes                         | 2   |
| Orchards Hall       | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |
| Edens Hall          | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |
| Alumni Hall         | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |
| Harper Hall         | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |
| Jennie E. Lane Hall | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |
| Eastbrooke          | Yes                          | Yes              | Yes             | Yes                        | Yes                         | 2   |

### 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. For example, the College conducts a lighting survey each semester that includes members of the Security Staff, Office of the Dean of Students, the Physical Plant Department, Office of Administration, and representatives from Jackson Energy Authority. Also, shrubs are trimmed on a regular basis, lights changed, and improvements made to make the Lane College campus a safety environment for the campus community. In addition, policies and procedures will continue to be reviewed for safety requirements and legal (fire code) changes.

### Fire Statistical Disclosure/Definitions:

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

**Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows that should not be a fire.

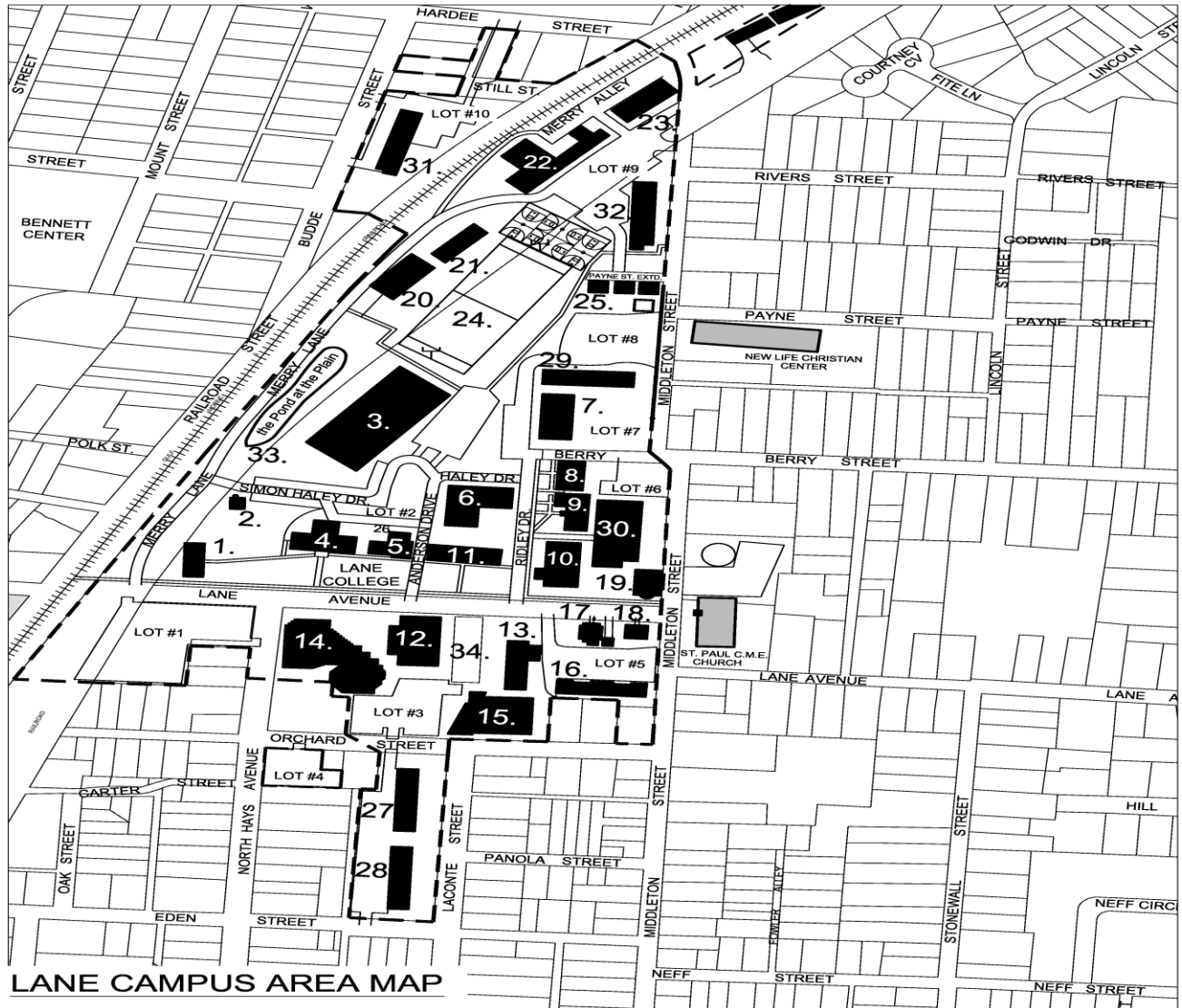
**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

**Fire-related death:** Any instance in which a person (i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (ii) dies within one year of injuries sustained as a result of the fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

## RESIDENCE HALLS FIRE STATISTICS

| RESIDENTIAL FACILITY       | TOTAL # OF FIRES IN BUILDING | FIRE NUMBER | CAUSE OF FIRE     | NUMBER OF INJURIES THAT REQUIRED TREATMENT AT MEDICAL FACILITY | NUMBER OF DEATHS RELATED TO A FIRE | VALUE OF PROPERTY CAUSED BY FIRE |
|----------------------------|------------------------------|-------------|-------------------|--|------------------------------------|----------------------------------|
| <b>Hamlett Hall</b>        |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Cleaves Hall</b>        |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Smith Hall</b>          |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Graves Hall</b>         |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Orchards Hall</b>       |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Edens Hall</b>          |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 2                            | 2           | Arson (Fireworks) | 0  | 0                                  | \$300                            |
| <b>Alumni Hall</b>         |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Harper Hall</b>         |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Jennie E. Lane Hall</b> |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| <b>Eastbrooke</b>          |                              |             |                   |  |                                    |                                  |
| 2022                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2021                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |
| 2020                       | 0                            | 0           | N/A               | N/A  | N/A                                | N/A                              |

**LANE COLLEGE CAMPUS MAP**

- |                                      |   |
|--------------------------------------|---|
| 1. J.K. Daniels Hall                 | 17. Mary Johnson Lane House             |
| 2. Central Heating Plant             | 18. Health Center                       |
| 3. J.F. Lane Health Building         | 19. The Lighthouse                      |
| 4. Bray Hall Administration Building | 20. Athletic Field House                |
| 5. Saunders Hall                     | 21. P.R. Shy Building                   |
| 6. O.L. Greer-Armour Hall            | 22. Water Tower Place                   |
| 7. Graves Hall                       | 23. Stone Amenities Center              |
| 8. Berry Music Hall                  | 24. Football/Basketball Courts          |
| 9. Stone Hall                        | 25. Physical Plant Building             |
| 10. Hamlett Hall                     | 26. Security Station (Saunders Hall #5) |
| 11. Cleaves Hall                     | 27. The Orchards                        |
| 12. Kirkendoll Student Center        | 28. The Edens                           |
| 13. Smith Hall                       | 29. Alumni Hall                         |
| 14. Chambers-McClure Academic Center | 30. Millennium Hall                     |
| 15. Phillips Hall                    | 31. Harper Hall                         |
| 16. Beck Apartments                  | 32. Jennie E. Lane Hall                 |
|                                      | 33. The Pond at the Plain               |
|                                      | 34. The Dragons Den                     |



**Lane College**  
**Office of Administration**  
**Bray Hall, Room 309**  
**Jackson, TN 38301**  
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