



Selected Cumberland University Campus Security Policies

Policy Statement for Addressing Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of Campus Security and/or the Vice President of Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the University website (www.cumberland.edu).

Campus Crime Alerts typically include the following information:

1. A succinct statement of the incident.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the bulletin was released.
5. Other relevant and important information.
6. Appropriate safety tips.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security and/or the Vice President of Administration may also post a notice on the CUAAlerts system providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each classroom building, and in each public University building.

Policy Statement for Addressing How to Report Criminal Offenses

To report a crime:

Contact Security at 615-476-3061 (non-emergencies), dial 9-1-1- (emergencies only), or use the Code Blue telephones located in the Residential Halls, Parking Lots or by some buildings. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Security. In addition you may report a crime to the following areas:

1. Vice President for Administration: Joe Gray, 615-547-1255, Memorial Hall.
2. Executive Vice President: Eddie Pawlawski, 615-547-1225, Memorial Hall.
3. Dean of Students: Lisa Macke, 615-547-1353, Labry Hall.
4. Director of Counseling, TBA, 615-547-1397, Labry Hall.
5. Vice President of Academic Affairs, Dr. Pete Peterson, 615-547-1275, Memorial Hall.
6. Executive Director of Communications, Phil Carter, 615-547-1307, Memorial Hall.
7. Director of Residence Life, Eddie Lovin, 615-547-1231, Labry Hall.
8. Director of Athletics, Ron Pavan, 615-547-1348, Dallas Floyd Recreational Center.

Policy Statement for Addressing Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. You or a designee can file a report on the details of the incident without revealing your identity. The purpose of a

confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statement Addressing Security and Access

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via Campus Safety or Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Dallas Floyd Recreational Center, the Vise Library, and administrative offices. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Policy Statement Addressing Campus Law Enforcement Authority

Cumberland University Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Security Office at Cumberland University maintains a highly professional working relationship with the Lebanon Police Department, the Wilson County Sheriff's Office, and the Tennessee Bureau of Investigation (TBI). With this working relationship, however, there is no memorandum of understanding between Cumberland University and local and/or state law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

If a crime or emergency occurs on campus, call Security at 615-476-3061 along with dialing 911. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Security will take the required action, dispatching an officer or asking the victim to file an incident report.

All incident reports are forwarded to the Vice President of Administration and to the Dean of Student's office (when applicable) for review and potential action by the Student Conduct process. If assistance is required from local law enforcement agencies, the University will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services. The University has a Sexual Assault Crisis protocol that includes trained members and/or agencies who are available to assist a victim 24 hours a day.

Crimes should be reported to campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to a local Rape Crisis Center would not be included in the University crime statistics.

Policy Statement Addressing Confidential Crime Reporting

All reports will be investigated. The University has procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate,

to the University Conduct System for review. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campus facilities, in-class announcements, or other appropriate means.

Policy Statement Addressing Alcoholic Beverages and Illegal Drugs

The possession, sale or the furnishing of alcohol on the University campus is governed by University Alcohol Policy and Tennessee state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by Tennessee state law and statutes. However, the enforcement of alcohol laws on-campus is the primary responsibility of University Security. The Cumberland University campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by University Security. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the University Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by University Security and by local law enforcement agencies. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

Policy Statement Addressing Preventing and Responding to Sex Offenses

The University educates the student community about sexual assaults and date rape through voluntary orientations each fall. Local agencies offer sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the University Counseling Center.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. University administration strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a University Security officer and/or to the Dean of Students. Filing a report with a University officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- > ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- > provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- > assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the appropriate campus official, local law enforcement agencies may be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Conduct System, or only the latter. A University representative, typically the Dean of Students, will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Counseling Center, Rape and Sexual Abuse Center (800.879.1999 or 615.256.8526), the National Sexual Assault Hotline (800.656.HOPE).

Special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and

accused will be informed of the outcome of the hearing. A student found responsible for violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Policy Statement Addressing Sex Offender

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The University is required to inform the campus community of the TBI registration list of sex offenders that is maintained via a link to the University website at:

http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml.

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Notice of Annual Security Report Availability

Cumberland University's annual security report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at:

<http://www.cumberland.edu/studentrighttoknow>. You may also request a paper copy from Eddie Pawlawski, Executive Vice President and Chief Institutional Effectiveness Officer in Memorial Hall, Room 116.