



2022

# ANNUAL SECURITY AND FIRE SAFETY REPORT

JANUARY 1, 2021 - DECEMBER 31, 2021



# Trevecca Security Department



## INTRODUCTION

The Security Department seeks to be an active part of the Trevecca Community by delivering professional service in regards to a comprehensive safety program. The Trevecca Community must recognize that the best security effort will result when the entire community is involved. A coordinated commitment between all community components: the University, Towers, Health Care Center, and Trevecca Community Church, will enhance the safety and security of the entire area.

## MISSION STATEMENT

From a security focus, the University seeks to provide a safe living, learning, and working environment for all students, faculty, staff, administrators, residents, and visitors to the Trevecca Community. Our main focus will be on an integrated plan of high visibility and accessibility for our entire community.

## SECURITY DEPARTMENT

The Security Department is located in the lower level of Tidwell Faculty Building, and the emergency telephone number is (615) 642-3523. An alternate emergency phone number is (615) 248-1296. The Security Department is composed of a Director and seven full-time staff officers. Full time administrative and staff security officers are certified and registered with the State of Tennessee, Department of Commerce and Insurance, Division of Regulatory Boards, Private Protective Services Division, as armed security officers. The training curriculum is set forth by the Tennessee Regulatory Board, and security personnel receive their authority to arrest from Tennessee Code Annotated 40-7-109. The Security Department operates on a twenty-four-hour seven-day-a-week schedule.

The Security Department has the authority to apprehend and arrest anyone involved in illegal acts on campus property. If minor offenses involving University rules and regulations are committed by a University student, the security department may also refer the individual to the disciplinary division of the Office of Student Development.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police, and joint investigative efforts with investigators from TNU and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at Municipal, General Sessions, or Federal Court of Davidson County.

The Security Department maintains an excellent working relationship with the Nashville Metropolitan Police Department through its membership in the "Campus Crime Stoppers Association." TNU security personnel attend monthly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the University community. TNU has a Memorandum of Understanding (MOU) with the Metro Police Department in regard to arrest of trespassers on TNU campus property.

The Security Department, pursuant to the provision of Tennessee Public Chapter No. 317, an act known and cited as the "College and University Security Information Act," forwards on a monthly basis all crime incidents/statistics to the Tennessee Bureau of Investigation.

# Notifications & Reports

## REPORTING POLICY

The TNU Security Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at:

<https://www.trevecca.edu/offices-services/campus-security>

and

<https://trevecca.sharepoint.com/sites/TreveccaSecurity>

The report is prepared in cooperation with the Campus Security Authorities (CSA's) and local law enforcement agencies. Each entity is requested to provide updated information on their statistics, educational efforts, and programs to comply with the Clery Act.

An e-mail notification is sent annually to all enrolled students for the purpose of providing them the Web address where they can access this report. Notification is also be made by e-mail to faculty, staff, and administrators. Department heads will insure notification to employees who may not have access to e-mail.

The University endorses a reporting policy that strongly encourages victims and witnesses to report all incidents to the TNU Security Department immediately, regardless of their nature. Prompt reporting of suspicious activity can avert crimes. TNU will do everything within its power to protect the rights of those reporting crimes. Every possible action to reduce the inconvenience of crime reporting will be taken. TNU will be prompt and professional in its dealings with those who report crimes. Members of the University community are encouraged to call the Security Department when they note that an individual's actions are inappropriate or threatening. A security officer will assess the situation and take appropriate action. At the request of the student, institutional personnel will assist in contacting campus security and/or local law enforcement.

If you are the victim or witness of a crime and do not want to pursue action within the University Judiciary System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security or a designee of the security department 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 security department 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 university. Per the Clery Act, "Pastoral Counselors" and Profes-

sional Counselors" are exempt from reporting crimes and not considered Campus Security Authorities when acting as Pastoral or Professional Counselors. Therefore, crimes reported to Pastoral or Professional Counselors will not be included in the annual crime statistics.

Crimes occurring on the TNU campus can be reported in person or by calling the Security Department at (615) 642-3523 any time of the day or night. Crimes occurring off campus should be immediately reported to the Nashville Metropolitan Police Department by calling 911 or for non-emergencies (615) 862-8600. EMERGENCIES requiring police, fire, or medical aid must be reported to the Security Department as well.

TNU does not officially recognize any off-campus student organizations, and therefore does not have policy concerning the monitoring and recording of criminal activity through local police agencies.

Students, employees, and guests are encouraged to report any potentially unsafe building or equipment conditions to the Security Department (615) 642-3523 or the Maintenance Department (615) 248-1333.

## TIMELY REPORTS: SECURITY WARNINGS

The TNU Security Department will be responsible for making timely reports and or security warnings "without delay" to community members should any incident pose a threat to the health or safety of the Trevecca Community. The Security Department will report through the use of e-mail, telephone, residence hall staff, posted notices, text messaging, warning siren, or combination thereof.

The emergency response and evacuation procedures within the Emergency Evacuation and Operations Procedure (EEOP), are tested (mock drills) annually. The EEOP can be found at the following address:

<https://trevecca.sharepoint.com/sites/TreveccaSecurity>

To register for emergency alerts, go to:

<https://www.getrave.com/login/trevecca>

# Safety

Trevecca Nazarene University strives to provide a safe environment for students and employees. Campus lighting, regular patrols, safety escorts, curfews, and residence hall policies are intended to enhance security and prevent crime. However, safety is everyone's responsibility. All individuals on TNU property, including students, faculty, staff and guests, shall be subject to all rules and regulations of TNU and to all applicable federal and state laws and city ordinances.

All persons on the campus shall, upon request by authorized officials and security personnel, provide adequate identification. Personnel and students refusing to provide such identification shall be requested to leave campus or, if they refuse, may be subject to lawful removal and prosecution. TNU maintains a policy of providing residential housing, facilities, and office space for students and student organizations within the geographical boundaries of the campus. Students are expected to abide by the policies of the University both on and off campus. Social activities taking place off campus are subject to the jurisdiction of the local police. Evidences of criminal activity by any student organization, on or off campus, are reported to the Metro Police Department. The Associate Provost and Dean of Student Development is notified in these instances and functions as the liaison between local authorities and University officials.

## PROGRAMS

TNU currently provides several programs designed to inform students and employees about personal safety and the prevention of crimes. The Security Department, upon request, offers safety classes such as personal safety, emergency preparedness, evacuations and lockdowns, fire safety, crime prevention and more.

During orientation, students are informed about campus safety, emergency preparedness, and the number of incidents occurring on campus. The Security Department also teaches a class annually to the Resident Directors and Resident Assistants about personal safety and theft prevention. There is also a demonstration on how to use a fire extinguisher and when to use it during this session. The Resident Directors and Assistants then disseminate the information they learned, to the residents living in their residence halls during floor meetings throughout the year. The University message board is available campus wide via TV screens in most common areas, lobbies, and channel 8-1 on all TV's using the campus cable connection. This channel has many topics and current events and Security has a slide informing students, employees, and guests to call Security at (615) 642 - 3523 for campus incidents or emergencies. The Annual Security Report contains tips and suggestions for students, employees, or guests

to protect themselves and others.

## ACCESS POLICY FOR CAMPUS FACILITIES

During business hours, the University, excluding certain housing facilities, will be open to students, parents, employees, guests, and visitors. During non-business hours, access to all University facilities is by key, if issued, or by admittance via the Security Department 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 with the exception of common areas/lobbies which are locked at curfew and opened at 6:00 AM.

Students, employees, and visitors to TNU are encouraged to report any potentially unsafe building or equipment conditions to the Security Department (615) 642 - 3523 or to the Maintenance Department (615) 248 - 1333.

## COUNSELING/ADVISING SERVICE

The University offers a wide range of counseling/ advising services to its students. Any member of the faculty, administration, or staff is available to a student who desires assistance. Personal/psychological and career counseling may be obtained by contacting the Counseling Center. Personal counseling services provide confidential individual counseling and group counseling/ support, as well as a network with the campus to provide resources related to students' emotional, developmental, and relationship needs. A career placement counselor is available for all students and alumni.

# Tips for Protecting Yourself

Although we can not guarantee that a member of the Trevecca community will never be a victim of a crime, persons can take several precautions in order to minimize their chances of being a victim. The following are suggestions for behavior modifications that can be incorporated into one's daily living routine:

## ON THE STREET

- Don't walk alone, unless you absolutely have to.
- Be aware of what is happening around you. Know where you are and where you are going.
- If you walk home from work regularly, vary your route. Don't be predictable! Walk away from bushes, alleys, and dark entry ways. Stay in well-lighted areas.
- Don't be surprised. Attackers rely on the element of surprise. Don't wear headphones while walking alone.
- Trust your instincts. If you think you are being followed, walk towards a busy, lighted area. Scream loudly to attract attention, and then tell someone to call Security or the police because you are being followed.
- If someone bothers you from a car, turn and walk in the opposite direction. If possible, get a license plate number. Then, when you are in a safe place, notify Security or the police department.
- When you are walking, keep one hand free. If you are carrying books or packages, be prepared to drop them. Nothing you are carrying is worth your life. Drop it and run.
- When using public transportation, wait for a bus at a well-lighted stop and/or with groups of people.
- If anyone bothers you on the bus, in a loud voice say, "Leave me alone." Let the driver and passengers around you know what is happening.
- Be aware of who gets off at your stop. Make certain you are not being followed.

## JOGGING ON THE TRACK AND STREETS

- When possible, run with a friend or in a group.
- Wear bright colored or reflective clothing to make yourself more visible to motorists.
- Try to avoid running on streets during the evening hours.
- Run with a friend or in a group on the track during the evening hours.

## IN YOUR VEHICLE

- Focus on driving. Do not try to engage in other activities while driving such as: talking on the phone, texting, eating, putting on makeup, shaving, etc.
- Carry a flashlight and flares or reflectors and an emergency manual in the car.
- Know how to change a tire. Make certain the spare tire is in good condition and that the proper jack and all its parts are in the vehicle.
- If your vehicle breaks down at night, put on your emergency flashers and place a flare about twenty feet behind your car. Remain in your car with the doors locked and the windows closed until the police arrive.
- If another motorist stops to assist you, roll the window down a crack and ask him/her to call the police or a towing service for you.

## SECURITY SERVICES

The Security Department provides the following services at not charge to students, employees, or guests:

- Vehicle Lock-outs - unlock your vehicle as time allows.
- Residence Lock-outs - unlock your residence.
- Walking Escort Service - Walk with you to and from on-campus locations.
- Vehicle Jump-start - As time allows.
- Inflate/Change Tires - As time allows.
- Lost & Found



# Missing Residential Student Notification

## POLICY

This policy establishes the procedure to be followed at Trevecca Nazarene University in the event a residential student is reported missing. For the purpose of this policy, a student may be considered missing at any time the student's absence is contrary to his/her usual pattern of behavior. The following is a list of titles of persons to which students, employees, or other individuals should report that a residential student has been missing for 24 hours:

- Director of Security (or any member of the Security Department)
- Dean of Student Development
- Associate Dean of Students for Residence Life
- Residence Directors/Residence Assistants

- When a residential student is reported missing, Security in coordination with Student Development will initiate an investigation into the welfare of the student. Normally a student will not be considered missing until he/she is gone or unaccounted for, for 24 hours. If there is any indication of foul play or if the absence is contrary to the usual pattern of behavior of the student, an investigation may be implemented prior to the 24 hour period. The investigation will include a good faith effort to make contact with the student or his/her designated emergency contact.
- If the investigation fails to locate the missing residential student, Security will contact the Metro Nashville Police Department and file a missing person report. Metro Nashville Police Department will take over the investigation.
- If the reported missing student is under the age of 18 and is not an emancipated minor, Security or Student Development will immediately make a good faith effort to contact the custodial parent or legal guardian.
- Every residential student at Trevecca Nazarene University will be informed and given the opportunity each academic year to designate a confidential emergency contact person. This person will be contacted by Trevecca Nazarene University in the event a residential student is determined to have been missing for over 24 hours.
- Regardless of whether the missing residential student has identified an emergency contact person, is above the age of 18 or is an emancipated minor, Trevecca Nazarene University will make notification to Metro Nashville Police Department within 24 hours of the student going missing.

## PROCEDURE

# Campus Crime Statistics

Criminal Offense	Location	2019	2020	2021
Murder/ Non-negligent Manslaughter	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Negligent Manslaughter	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Robbery	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Aggravated Assault	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Burglary	On-campus	1	0	0
	Student Housing	1	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	1	0	0
Motor Vehicle Theft	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Arson	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0

## CRIMINAL OFFENSE DEFINITIONS:

- Murder/Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter - the killing of another person through gross negligence.
- Robbery - the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault - 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.
- Burglary - the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft - the theft or attempted theft of a motor vehicle.
- Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

*Trevecca Nazarene University uses the preponderance of evidence in disciplinary proceedings to determine whether a policy was violated and/or a crime committed.*

Unfounded Crimes - crimes that are reported, but have no evidence to support the victim's claims or the evidence negates or conflicts with the victim's statements. 0 unfounded crimes for 2017–2019.

## CLERY GEOGRAPHY DEFINITIONS:

On-Campus - represents the total number of crimes reported on campus property.

Student Housing - represents the number of On-campus crimes that occurred in residence halls (subset of "On-campus" incidents).

Non-campus - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's education purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public 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.

# Campus Crime Statistics - Hate Crimes

## CRIMINAL OFFENSE DEFINITIONS:

- Larceny-Theft - the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault - an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation - to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property - to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Criminal Offense Definitions for Hate Crimes:

- Hate Crimes - a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.
- Bias - a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin.

Hate crimes can include the 7 criminal offenses listed on page 7 as well as the 4 offenses listed on this page.

\* There was one hate crime reported in 2019.

Criminal Offense	Location	2019	2020	2021
Larceny-Theft	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Simple Assault	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Intimidation	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Destruction/ Damage/ Vandalism of Property	On-campus	1	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	1	0	0



# Campus Crime Statistics (Continued)

Criminal Offense	Location	2019		2020		2021	
		A	D	A	D	A	D
Liquor Law Violations	On-campus	0	0	0	9	0	1
	Student Housing	0	0	0	9	0	1
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
	Total	0	0	0	9	0	1
Drug Law Violations	On-campus	2	0	0	1	0	1
	Student Housing	0	0	0	1	0	1
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
	Total	2	0	0	1	0	1
Weapon Law Violations	On-campus	0	0	1	0	0	0
	Student Housing	0	0	0	0	0	0
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	1	0	0	0
	Total	0	0	1	0	0	0

\* "A" columns represent arrests made for the violations during the designated year.

\*\* "D" columns represent referrals for disciplinary action for the violations during the designated year.

## CRIMINAL OFFENSE DEFINITIONS:

- Liquor Law Violation - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Drug Law Violation - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- Weapons Law Violation - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.



## FIREARMS, FIREWORKS, SMOKE BOMBS, FIRE ALARMS, AND FIRE EXTINGUISHERS

Firearms are forbidden on TNU property. The possession, sale or firing of fireworks, firecrackers, explosives, guns (real or toy), and other items of similar nature is prohibited by University regulations and by the Metro ordinances. This prohibition includes setting false fire alarms or discharging of fire extinguishers. Violators will be subject to a \$500.00 fine and/or suspension by the University as deemed necessary and may be fined by the Metropolitan Government of Nashville and Davidson County.

## ALCOHOL, DRUGS, AND TOBACCO

The University recognizes the danger to the safety of others and one's ethical responsibilities resulting from the use, possession, distribution, or sale of alcohol or tobacco and therefore insists that all members of the University community abstain from possessing or using them.

TNU forbids the use, possession, distribution, or sale of marijuana, narcotics, or other illegal drugs. The medical use of drugs may be permitted when prescribed by a licensed practicing physician.

Individuals in violation of University policy or state and federal laws concerning the use, possession, distribution, or sale of alcohol, illegal drugs, or tobacco are subject to arrest and/or University disciplinary action.

During the annual Resident Assistant training, the dangers and health concerns of using drug/alcohol are discussed and they learn to look for the warning signs of their residents using these substances. Annual residence hall meetings are conducted where the Universities policies are presented and discussed. As part of the admissions process, students are made aware of the Universities policy on abstinence as part of the enrollment application.

The Drug and Alcohol Abuse Prevention Program (DAAPP) is available at:

<https://tnu4u.trevecca.edu/finances/hr/Documents/Trevecca%20DAAPP%202021%20R1.pdf>

# Violence Against Women Act (VAWA)

## CRIMINAL OFFENSE DEFINITIONS FOR VAWA (CONTINUED):

- Rape - 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.
- Fondling - 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 - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Domestic Violence - felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or 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.
- Dating Violence - violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.
- Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Criminal Offense	Location	2019	2020	2021
Rape	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Fondling	On-campus	0	1	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	1	0
Incest	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Statutory Rape	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Domestic Violence	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Dating Violence	On-campus	0	0	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	0	0
Stalking	On-campus	0	1	0
	Student Housing	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	Total	0	1	0

# Violence Against Women Act (VAWA)

## SEXUAL VIOLENCE POLICY

Trevecca Nazarene University has developed separate policies to address sexual harassment and sexual violence. The University's Sexual Harassment Policy focuses on unwelcome sexual advances, requests for sexual favors, or other unwanted verbal or physical conduct of a sexual nature that creates a hostile learning environment for students. In addition, the Sexual Harassment Policy addresses gender-based harassment, which may include acts of aggression, intimidation, or hostility based on gender or gender stereotyping. Gender-based sexual harassment usually does not involve conduct of a sexual nature.

The University's Sexual Violence Policy addresses more serious forms of sexual violence or misconduct such as rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, relationship violence (including domestic or dating violence), and stalking.

### 1. Notice of Nondiscrimination

Trevecca Nazarene University (University) does not discriminate on the basis of sex in its education programs and activities. The University is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty and other members of the University's community, free of discrimination and all forms of sexual and gender-based discrimination, harassment and violence ("sexual harassment"). Sexual harassment diminishes the dignity and impedes the academic freedom of members of the University community.

In accordance with the University's Wesleyan values, its role as an institution of higher education, and both state and federal law, the University will not tolerate any form of sexual harassment or sexual violence and is committed to taking immediate responsive action to prevent and eliminate all forms of sexual harassment or sexual violence. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the University and are against University policy.

### 2. Scope of Policy

This policy covers all forms of sexual violence and misconduct, including sexual assault, sexual battery, sexual coercion, sexual exploitation, rape, domestic/dating violence (also referred to as intimate partner violence), and stalking. This policy applies to conduct occurring on University property or at University-sanctioned events or programs that take place off-campus, including study abroad and internship programs. This policy shall apply to students, faculty, staff, administrators, and third parties on campus, including visitors, guests, and the agents, representatives and employees of suppliers or contractors. Third parties who violate this policy may be subject to sanctions by the University, including, but not limited to, loss of campus privileges, loss of future contracts, employment and enrollment. The University has jurisdiction to take disciplinary action against a respondent who is a current student or employee. Violations of this policy may constitute a criminal offense according to Tennessee and/or federal law. Individuals, who have been charged or convicted of any sex-based crimes, occurring on or off campus, may be subject to additional University disciplinary action.

### 3. Reporting of sexual offenses:

The University encourages all community members to report sexual misconduct in order to achieve a safe campus environment free of sex-based discrimination, harassment, and violence. Victims of sexual misconduct may report the incident in the following manner:

Emergency Reporting Options: Individual safety is paramount. Victims of sexual violence who are in an emergency situation or are uncertain about what they should do are encouraged to call 911 to request assistance from emergency personnel including law enforcement and emergency medical personnel. Local law enforcement and emergency medical personnel are trained to help victims of sexual violence and can recommend the best options to ensure preservation of evidence, ensure the victim's safety, and begin a criminal investigation into the incident.

Campus Reporting Options: The reporting of a sexual violence or misconduct incident constitutes a complaint. However, depending on the nature of the claim of sexual violence or misconduct, the Complainant may be required to put the complaint in writing. The University strongly encourages all individuals to report any incident of sexual violence or sexual misconduct directly to the Title IX Coordinator or to the individuals identified below:

- Student-on-Student Sexual Violence or Sexual Misconduct: Students who have been a target of sexual harassment or sexual misconduct by another student under this policy must report a complaint with the Associate Provost and Dean of Student Development or the Associate Provost for Graduate and Continuing Studies dependent upon their undergraduate or graduate student status.
- Faculty-on-Faculty or Faculty-on-Student Sexual Violence or Sexual Misconduct: Faculty members who have been a target of sexual violence or sexual misconduct by another faculty member or students who have been a victim of sexual violence or sexual misconduct by a faculty member must report a claim to the Title IX Coordinator, specifically the Director of Human Resources.

# Violence Against Women Act (VAWA)

- **Other Forms of Sexual Violence or Sexual Misconduct:** All other forms of sexual violence or sexual misconduct, not specifically stated above, involving students, faculty, staff, or third parties, must be reported to the Title IX Coordinator, specifically the Director of Human Resources.

The Title IX Coordinator or those identified above, are charged with coordinating the initial assessment, initiating an investigation, and responding to allegations of sexual violence to stop the inappropriate conduct, address its effects and prevent its recurrence. The Title IX Coordinator, or those listed above, will also provide victims with information on the University's policies, procedures, and the right to file a criminal complaint with local law enforcement as well as receive interim remedial measures pending investigation of the alleged incident. All information reported to the Title IX Coordinator, or those listed above, will only be shared with those University employees or agents who will assist in the investigation and/or resolution of the complaint.

**Obligation to Report:** All employees of the Trevecca community have authority to redress sexual violence and a duty to report incidents of sexual violence or other student misconduct. Responsible employees also include employees who a student could reasonably believe has this authority or duty redress to report incidents of sexual violence. Victims may report incidents of sexual misconduct to a "responsible employee", which includes faculty, administrators, staff, or student employees, such as resident assistants. If a student reports an incident of sexual misconduct to any "responsible employee", the "responsible employee" is obligated to immediately report the incident to the Title IX Coordinator or the appropriate person identified above.

**Confidential Reporting:** Victims who want to make a report of sexual misconduct, but do not want to trigger an investigation by the Title IX Coordinator or the appropriate person listed above, may report the incident to the counseling staff in counseling services, the resident health care provider in the clinic, or to the University chaplains who are exempt from these reporting requirements.

**False Complaints:** Sexual violence is a grievous action, having serious and far-reaching effects on the lives and careers of individuals. False complaints, that is, allegations made knowing that they are not true, can have similar impact. Intentionally false charges are grounds for discipline, up to and including termination and/or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation.

**Anonymous Reporting:** Victims may report an incident of sexual misconduct without being required to request disciplinary actions at that time. The University will respect an individual's autonomy in making these important decisions and will assist each individual in making that determination.

## Off-Campus Reporting Options:

- **Local Law Enforcement:** The University encourages victims of sexual violence to pursue filing a criminal complaint with local law enforcement in addition to reporting the incident to the University. The Title IX Coordinator, Associate Provost and Dean of Student Development and Associate Provost for Graduate and Continuing Studies will advise victims of their rights to file a criminal complaint and will assist victims in contacting local law enforcement agencies if a victim

decides to pursue the criminal process. The filing of a criminal complaint will not suspend the University's investigation of the incident, unless doing so temporarily will aid local law enforcement. A victim may seek resolution through the University's complaint process and/or the criminal complaint process through local law enforcement.

- **Off-Campus Organizations:** Victims of sexual offenses may seek help from one of the off-campus organizations that have trained professionals able to provide assistance to victims of sexual violence. These organizations are not associated with the University and therefore disclosure will not trigger a University investigation into the incident. Victims may contact the following organizations for assistance:

\*Rape and Sexual Abuse Center, 615-259-9055 (Counseling, referrals, support groups)

\*Domestic Violence Intervention Center, 615-255-0711 (Counseling, advocacy, referrals, group counselors for domestic violence)

\*You Have the Power, 615-292-7027 (referrals, resource information)

## Reporting Considerations:

**Victim Alcohol or Drug Use:** The University seeks to remove any barriers to reporting sexual violence. The University will offer any student who reports sexual misconduct limited immunity from being charged for policy violations out of fear that they themselves or others may be accused of violating other University policies, such as drinking or drugs at the time of the incident. The University may recommend education, therapeutic remedies or accountability options for those individuals, but no conduct proceedings or conduct record (for students) or disciplinary actions (for employees) will result.

**Third Party Reporting:** Any individual may make a report of an act of sexual violence. The report may be made without disclosing the identities of the parties involved. However, the University's ability to respond to the third party report of sexual violence may be limited by the amount of information provided.



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## 4. Resources

Any individual affected by sexual violence will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek the support of the University's resources. These campus resources are available to provide information about University's policy and procedure and to provide assistance to any party in the event a formal complaint is made.

- **Emergency Support Services:** The University encourages all victims of sexual violence to immediately seek emergency medical care and/or law enforcement. This is the best option to provide physical safety, emotional support, and medical care to the victim. It is also the best option to ensure the preservation of evidence. Contact information for emergency medical care and law enforcement are listed below:
  - \*Metro Police Department, 615-862-8600
  - \*Domestic Violence Unit, Metro Nashville-Davidson County, 615-880-3000 (assistance with obtaining orders of protection, short-term counseling)
  - \*911
- **Campus Resources:** The University's Title IX Coordinator, Associate Provost and Dean of Student Development and Associate Provost for Graduate and Continuing Studies can provide victims with timely information on available on-campus and off-campus resources, reporting options, and will provide guidance regarding the various reporting options, including filing a criminal complaint against the accused perpetrator.
- **Counseling and Confidential Resources:** The University offers counseling to individuals who have been a victim of sexual violence, regardless of whether the victim chooses to file a formal complaint. There are also several organizations and facilities that provide confidential support off-campus. The trained professionals and staff employed by these on and off-campus facilities are able to provide counseling, information, and support under legally protected confidentiality. Personal information disclosed to the professionals and staff employed by these organizations and facilities will not be shared with any member of the University staff or administration without the express consent of the victim.
- **Education and Prevention Programs:** The University is committed to the prevention of sexual violence through education and awareness programs. Throughout the year, programs designed to promote awareness are presented by a variety of campus resources. Prevention programs include the annual overview of the University's Sexual Harassment and Sexual Violence policies during new student and new employee orientations. This program includes discussion on prohibited conduct, effective consent, bystander intervention, and the impact of alcohol and illegal drugs on sexual misconduct. The Title IX Coordinator is responsible for providing ongoing training to existing students and employees on campus.

## 5. Interim Measures

The University will provide the victim and the accused with reasonable interim support and protective measures to prevent and mitigate further acts of misconduct upon learning of the alleged sexual misconduct. The University reserves the right to suspend any member of the University community suspected or accused of violating this policy or to take any other interim measures the University deems appropriate, pending the outcome of an investigation or grievance. Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible and respects the rights of all involved parties. The University will determine the reasonableness, necessity, and scope of any interim measures, which may include:

- **No Contact Order:** A Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications.
  - **Academic, Employment or Residence Modifications:** A Complainant or Respondent may request an academic or employment accommodation or a change in residence after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation after an incident of sexual misconduct will receive appropriate and reasonably available accommodations. These may include:
    - \*Change of residence hall room;
    - \*Change in work assignment or schedule;
    - \*Providing an escort to ensure safe movement between classes and activities;



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\*Academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, providing an academic tutor, extending deadlines for assignments, rescheduling exams and assignments, providing alternative course completion options, or allowing a voluntary leave of absence;

\*Providing medical services available through the University clinic.

- **Emotional Support:** Counseling and emotional support is available to any student through the Office of Counseling Services free of charge. The University will also assist in providing a referral to off campus agencies.
- **Interim Separation:** Where the report of sexual misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the University may place an individual or organization on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual or organization may be denied access to campus. When interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

## 6. Title IX Coordinator

- The Title IX Coordinator oversees the University's centralized review, investigation, and resolution of reports of sexual misconduct. The Coordinator is responsible for:
- Overseeing, investigating, and resolving all reports of sexual misconduct; receiving training in relevant state and federal laws and University policy and procedure;
- Advising any individual, including a complainant, a respondent, or third party, about the courses of action available at the University;
- Providing assistance to any University community member regarding how to respond appropriately to reports of sexual misconduct;
- Monitoring full compliance with all requirements and timeliness specified in the complaint procedures; and
- Compiling annual reports on incidents of sexual misconduct and Title IX compliance.
- The university's Title IX Coordinator is: Steve Sexton  
Director of Human Resources Trevecca Nazarene University  
333 Murfreesboro Rd. Nashville, TN 37210-2877  
615-248-7792 [HR@trevecca.edu](mailto:HR@trevecca.edu)

## 7. Confidentiality

**Maintaining Confidentiality:** The University encourages victims to report sexual offenses immediately. However, the University realizes that victims may desire to maintain confidentiality or report the incident anonymously. The University is committed to supporting the student's interest in confidentiality. However, requests for confidentiality may be overridden by the University in order to comply with Title IX obligations. To comply with the mandates of Title IX, the University may be required to disclose information regarding the incident to a limited number of necessary "responsible employees" to ensure appropriate steps can be taken to eliminate a hostile environment and protect the campus. Different employees on campus have varying obligations to maintain confidentiality.

- **Professional Licensed Counselors:** Professional licensed counselors who provide mental-health counseling to members of the University community are not required to report any information about sexual offenses to the Title IX coordinator without a victim's permission. Following is the contact information for Counseling Services: 615-248-1346. The offices are located in the Center for Leadership, Calling and Service in the Bud Robinson Building.
- **The University chaplain(s)** are not required to report any information about sexual offenses to the Title IX coordinator without a victim's permission. Following is the contact information for the University chaplain(s): 615-248-1378. The offices are located on the third floor of the McClurkan Building.
- **The resident health care provider** in the clinic is not required to report any information about sexual offenses to the Title IX coordinator without a victim's permission. Following is the contact information for the resident health care provider in the clinic: 615-248-1261. The clinic is located on the back side of Georgia Hall.
- **Responsible Employees:** All University employees, with the exception of those listed below who are considered confidential resources, have authority to redress sexual violence and a duty to report incidents of sexual violence or other student misconduct. Responsible employees also include employees who a student could reasonably believe has this authority or duty redress to report incidents of sexual violence. Responsible employees **MUST** report all known relevant details about the alleged sexual offense to the Title IX Coordinator. If the victim wishes to maintain confidentiality, the victim should report the incident to the counseling staff in counseling services, the resident health care provider in the clinic or to the University chaplains on campus, or other off-campus licensed mental health providers or advocacy organizations. The following employees are the University's responsible employees: all faculty, administrators, staff, and all employees who are currently students working on a part-time basis.

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**Victim Requests for Anonymity:** If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

- **Evaluating Requests for Confidentiality:** The Title IX coordinator [or designee] will make the final determination on whether the University is able to comply with Title IX while honoring the victim's request for anonymity. The Title IX Coordinator must balance the victim's desire for confidentiality against the overall campus safety. Factors to consider include: (a) was a weapon involved in the incident; (b) is the accused a repeat offender; (c) does the incident create a risk of occurring again; (d) are there other sources of evidence that could be used to identify the accused (i.e., surveillance cameras); and (e) will the University be able to eliminate the hostile environment without disclosing the identity of the victim.
- **Victim Notification Prior to Disclosure:** If the University is unable to honor the victim's request for confidentiality, the University will notify the victim before the victim's identity is disclosed to the accused.

The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegations. The privacy of the parties will be respected and safeguarded at all times. For purposes of this policy, privacy and confidentiality have distinct meanings:

**Privacy** means that information related to a report of sexual misconduct will only be shared with a limited number of individuals who are University employees who need to know in order to assist in the active review, investigation, or resolution of the report.

**Confidentiality** means that personally identifying information, such as names or information that directly or indirectly identifies the individuals involved in the incident cannot be revealed to another individual without express permission of the individual, unless there are circumstances posing an imminent risk of harm to self or others.

**Complete confidentiality** is only available when information is disclosed to professionals who are mandated by law to protect the confidential disclosures. On campus, these individuals include: professional counselors in counseling services, resident health care provider in the clinic, or the University chaplains.

Any University employee who is not specifically designated as a completely confidential resource is required to report incident of sexual misconduct to the Title IX coordinator.

## 8. Retaliation

The University will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of University policy. Retaliation

should be reported to the Title IX Coordinator for investigation, which may result in disciplinary action regardless of the outcome of the underlying complaint of sexual misconduct.

## 9. Prohibited Conduct and Definitions

The following conduct is prohibited:

- **Sexual Offenses:** Broad expression encompassing a range of prohibited sex-based and sexually-motivated behaviors, including, but not limited to: sexual assault, sexual violence, sexual harassment, dating violence, domestic violence, stalking, or any conduct prohibited by applicable federal, state, or local law. Individuals who commit sexual offenses may face significant disciplinary sanctions, including expulsion as well as criminal prosecution or other legal action for committing a sexual offense.
- **Sexual Assault:** Illegal sexual contact that involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent due to age or physical or mental incapacity. Sexual assault includes the following:
  - \*Oral, vaginal, or anal penetration, no matter how slight, with any object or body part without consent
  - \*Nonconsensual touching of another person in a sexual manner,
  - \*Intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission.

Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual assault under the University's policy but may constitute sexual harassment or another form of misconduct. Likewise, consensual premarital sexual contact, while not a violation of the University's policy against sexual assault, conflicts with the University's behavioral expectations and also may constitute misconduct.

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- **Sexual Violence:** refers to acts perpetrated against a person's will. Sexual violence can be committed by anyone (students, employees, or third parties), and includes rape, sexual assault, and sexual battery. Sexual violence is divided into two categories:

- \***Forcible Sexual Violence:** use of physical force to compel a person to engage in a sexual act against his or her will, whether or not the act is completed,

- \***Non-Forcible Sexual Violence:** attempted or completed sex act involving a person who is unable to understand the nature or condition of the act, to decline participation, or to communicate unwillingness to engage in the sexual act, e.g., because of illness, disability, or the influence of alcohol or other drugs, or because of intimidation or pressure.

- **Sexual Harassment:** Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either:

- \*Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; or

- \*Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation or a basis for academic decisions or other decisions affecting such individual; or

- \*Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating hostile or offensive work or educational environment.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender stereotyping.

- **Sexual Exploitation:** act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. Examples include: observing another individual's nudity or sexual activity; nonconsensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; prostituting another individual; exposing one's genitals in nonconsensual circumstances; possession, distributing, viewing or forcing others to view pornography.
- **Stalking:** A pattern of unwanted contact and harassment directed at a specific person that places the person in reasonable fear of bodily injury or reasonably causes substantial emotional distress. Stalking includes cyberstalking, which is a form of stalking occurring in electronic media such as the Internet, social networks, blogs, cell phones, texts, or emails that are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. Examples of stalking include: unwelcome and repeated visual or physical proximity to a person; repeated oral or written threats; unwelcomed/unsolicited written communications, including letters, cards, texts, emails, instant messages, or messages on social media or message bulletin boards.
- **Domestic/Dating Violence:** (a.k.a. intimate partner

violence): Describes physical, sexual, or psychological harm by a current or former partner or spouse. Domestic/dating violence can vary in frequency and severity. It occurs on a continuum, including physical violence, sexual violence, and emotional violence and stalking. The abuse can occur in person or electronically. It often takes the form of threats, assaults, or property damage.

- **Hostile Environment:** Conduct that is sufficiently serious to limit or deny a student or employee's ability to participate in or benefit from an educational program offered by the University. When assessing whether a hostile environment exists, the University will consider such factors as the harm caused, repetitiveness, and extreme nature of the conduct.
- **Consent:** The voluntary agreement to engage in sexual activity. Consent is lacking when a person knows or should have known that the person subject to sexual contact did not give consent. Consent is not effective if it results from the use of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise their free will. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive. An individual who is incapacitated from alcohol or drugs (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent. Furthermore, past consent does not imply future consent.

Trevecca Nazarene University promotes a biblical sexual ethic that reserves consenting intimate sexual expression within a marriage between a man and a woman. Intimate sexual expression outside the biblical boundary of marriage may increase the risk of miscommunication about consent and is a violation of University policy.

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## 10. Investigations/Complaint Procedure

The Title IX Coordinator (Director of Human Resources) shall be informed of all reported complaints of sexual or gender harassment or sexual violence. In cases where the person complaining of the harassment (the complainant) and the person complained about (the respondent) are both students, the Associate Provost and Dean of Student Development or the Associate Provost for Graduate and Continuing Studies, dependent upon their undergraduate or graduate student status, in consultation with the Title IX Coordinator (Director of Human Resources), will assume primary responsibility for overseeing the investigation process. In all other cases, the Title IX Coordinator (Director of Human Resources) shall assume primary responsibility for overseeing the investigation process. If a complaint is filed against the Title IX Coordinator, the University President or any President's Cabinet level administrator, the University retains the right to appoint an investigator and/or decision maker for the purpose of ensuring that the process is fair, impartial, and equitable.

As part of the investigation, the investigator will seek to interview the complainant and the respondent. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible, such as:

- The name, department, and/or position of the person or persons allegedly causing the prohibited discrimination, harassment, or retaliation;
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses;
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the University's programs or activities;
- The names of other individuals who might have been subject to the same or similar acts of discrimination, harassment, or retaliation;
- Although it is not required, any steps the complainant has taken to try to stop the alleged discrimination, harassment, or retaliation;
- Any other information the complainant believes to be relevant to the alleged discrimination, harassment, or retaliation.

Any respondents are also expected to provide all requested information in connection with the investigation.

- Informal Resolution Process: Allegations of sexual assault or relationship violence may not be resolved using an informal resolution process (i.e., mediation). However, other alleged violations of this policy, including some allegations of sexual harassment or discrimination, may be resolved using an informal resolution process if (1) the University determines, in its discretion, that such a process would be appropriate; and (2) all parties agree to participate.

The parties to any such informal process will not be required to interact directly with one another without the University's involvement. Instead, the University may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Any party may request that the informal resolution process be terminated at any time, in which case

the formal resolution process (described below) would commence. The University may also commence the formal resolution process at any time. In addition, any party can pursue resolution if he or she is dissatisfied with a proposed informal resolution.

Formal Resolution Process: The formal resolution process applies (1) when any party so requests in connection with a matter that is eligible for informal resolution; and (2) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual assault or sexual violence). The University may also elect to use the formal resolution process in any matter when the University deems it appropriate. As part of the formal resolution process, the University may determine that further steps are required to complete the University's investigation and determine an appropriate finding.

- Disciplinary Procedure: Disciplinary proceedings shall follow applicable procedures as set forth in the Trevecca Nazarene University Student Handbook or the Faculty and Human Resources Handbook.
- Standard of Review: In all cases involving sexual harassment or sexual violence, any person alleging a violation of this policy must prove a violation by the preponderance of the evidence. This means that the accused has "more likely than not" violated the policy. Expressed as a percentage, the preponderance standard would require a violation if there was at least a 51 percent chance that the accused committed sexual harassment/violence.
- Right to File Criminal Complaint: Any individual who files a complaint under this policy that involves sexual assault, violence, or rape shall be advised of their right to file a separate criminal investigation. The University will continue its investigation into any complaint reported under this policy, even if the complainant files a criminal complaint. The filing of a criminal complaint will not suspend the University's investigation of the incident, unless doing so temporarily will aid local law enforcement.



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- Notification to the Accused: The Title IX Coordinator (Director of Human Resources) will promptly inform the respondent of the identity of the person who will conduct the investigation and the respondent will be provided with ample opportunity to respond to the complaint.
- Intermediate Corrective Measures: During an investigation, both the complainant and the accused may request intermediate corrective measures, such as changes to housing assignments, changes to academic schedule, counseling, as well as no contact orders, whereby the complainant and the accused agree not to contact each other during the course of the investigation. Other corrective measures may also be requested by either the complainant or the accused, or recommended by the Title IX Coordinator (Director of Human Resources). (See #5 Interim Measures, pg. 5.)
- Prompt and Thorough Investigation: All complaints of sexual harassment or sexual misconduct will be promptly and thoroughly investigated. The university will endeavor to complete investigations within 60 days following receipt of the claim. However, depending on the facts and complexity of the complaint and other extraneous circumstances, the investigation may require additional time to complete.
- Confidentiality: The investigation will be conducted with discretion; only individuals who may have substantial information directly relevant to the complaint will be interviewed as witnesses. Only University employees who have a need to know the circumstances surrounding the complaint, i.e., those involved in the investigation and resolution of the complaint, will be informed.
- Notification of the Outcome: The complainant and the accused shall receive notice of the outcome of the investigation. The notification shall state whether a violation under this policy has occurred.
- Disciplinary Action: If, after a full and fair investigation, the Title IX Coordinator (Director of Human Resources), together with the appropriate University officials, determines that a member of the University community violated the Sexual Violence Policy, appropriate action will be recommended, including but not limited to:
  - \*reprimand;
  - \*training/education;
  - \*disciplinary sanctions; or
  - \*termination or expulsion.

If the conduct complained of, or the conclusion reached through the investigation process, does not constitute a violation under this policy, the complainant and the accused will be informed, no further action will be taken, and nothing will be placed in the respondent's file.

No recommendation for action will be made without providing the respondent with an opportunity to respond to all complaints raised against him/her. The respondent will receive timely written notification of the recommendation.

- Right to Appeal: The complainant and the accused have a right to appeal a decision made under this pol-

icy pursuant to the applicable procedures set forth in the Trevecca Nazarene University Student Handbook, the Trevecca Nazarene University Faculty and Human Resources Handbook.

- Additional Information: Further information on sexual or gender harassment or sexual violence may be found in the office of the Director of Human Resources, the Associate Provost and Dean of Student Development or the Associate Provost for Graduate and Continuing Studies.
- Record Keeping: The Director of Human Resources shall keep a separate record of each investigation.

Rights of Complainants and Respondents: The University shall provide any individual suspected or accused of violating this policy with a written explanation of the suspected or alleged violations of this policy or university policies. Complainants and respondents shall both be provided with the following in connection with the resolution process of suspected or alleged violations of this policy:

- A copy of all relevant policies which apply to the allegation(s);
- Information regarding their rights: the University's commitment to confidentiality wherever possible, campus support resources (i.e., counseling and chaplain's office), reporting options including their right to file a complaint with the local police, and the University's policy against retaliation;
- Information about how the University will protect the confidentiality of complainants, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about complainants, to the extent permissible by law;
- Written notification of existing counseling, health, mental health, victim advocacy, legal assistance, chaplain and pastoral care support, and other services available for victims of sexual assault, domestic violence, dating violence, and stalking both on campus and in the community;



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- Written notification of existing counseling and chaplain and pastoral care support available to respondents;
- The opportunity to speak on their own behalf;
- Provisions for the prompt, fair, and impartial investigation of all complaints, including the opportunity for the parties to present witnesses and other evidence;
- The opportunity to submit other information on their behalf;
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with the Family Educational Rights and Privacy Act (FERPA) or other applicable law);
- For all cases related to this policy, including domestic violence, dating violence, sexual assault, or stalking, the parties will have the same opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice from the University community. The advisor cannot speak for the accused student; the advisor can only advise the student. Students must notify the person coordinating the investigation if they intend to bring an advisor and must provide the advisor's name 24 hours in advance of the hearing.
- The opportunity to request the University to take reasonable and necessary action to prevent further unwanted contact of complainant with the respondent including, but not limited to, the immediate relocation of the complainant to safe alternate housing and transfer of classes, if requested, if such changes are reasonably available;
- The opportunity to request other changes to their academic, living, transportation, and working situations if requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the alleged policy violation to campus security or local law enforcement.

## 11. Sanctions

The University will respond according to the severity or pervasiveness of the offense and the threat it poses to the community. Individuals who are found responsible under this policy may face disciplinary sanctions up to and including expulsion and/or termination of employment. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual assault or harassment is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education's Office for Civil Rights.

Compliance with the provisions of VAWA does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## SEXUAL OFFENDER REGISTRATION AND MONITORING

Using information received or collected pursuant to Tennessee Code Annotated 40-39-106, the TBI (Tennessee Bureau of Investigation) shall establish, maintain, and update a centralized record system of sexual offender registration and verification information. Information concerning registered sexual offenders can be found by logging onto the TBI homepage. [www.tbi.state.tn.us](http://www.tbi.state.tn.us)

## Programs and Events

- Student Upstanders Orientation Training (Incoming First Year Students)
- Student Upstanders Orientation Training (Incoming Transfers)
- January New Student Orientation
- Title IX mandatory faculty training

Specific information on these programs can be obtained by contacting the Title IX Coordinator at: [tix@trevecca.edu](mailto:tix@trevecca.edu).

# Discipline & Judicial Procedures

## DISCIPLINE

The Associate Provost and Dean of Student Development is the responsible officer of the University for instructing students in standards of Trevecca Nazarene University and for the administration of discipline. Various councils and committees, assistant deans, resident directors, and resident assistants assist him. Trevecca offers 2 chapel sessions that are dedicated to the abstinence of drugs and alcohol. During these sessions, the dangers and health concerns about using drugs and/or alcohol are presented. For drug and alcohol violations, the type of discipline depends on the degree of violation of University policy. Individuals can request or be remanded to the Counseling Center for drug/alcohol assessments at any time throughout the year and receive counseling as needed. The most serious disciplinary procedure involves dismissal. Short of dismissal, a student may be suspended and/or placed on social probation. Violation of probation may result in dismissal. Lesser infractions may bring imposition of fines, restitution/reconciliation, and/or social restrictions/sanctions.

Since each case is unique, it is difficult to categorically state the exact penalty for each offense. Many factors enter into this decision, such as the nature and extent of the offense, the attitude of the offender, and the impact upon others in the community.

## JUDICIAL PROCEDURES

The Residential Hall Judicial Council hears disciplinary cases from their respective residence halls/areas. This Council does not consider mission related offenses. Baseline levels of disciplinary responses provide consistency across the campus. Student appeals are considered by the Residential Hall Judiciary Committee.

All decisions made by the Residential Hall Judicial Council and decisions made by the resident director concerning Residential Hall Judicial Council recommendations may be appealed to the Residential Hall Judiciary Committee upon the request of the individual against whom the action was taken. An appeal must be made in writing to the resident director within three days of the notification of disciplinary action. The Residential Hall Judiciary Committee will be the final authority on simple infractions of residence hall guidelines.

The Judicial Board hears disciplinary cases that are mission related offenses and can review any type of violation that may occur. The Board also considers disciplinary cases involving off-campus students for excessive minor violations. Student appeals are considered by the University Judicial Council.

For all disciplinary decisions handled by the Office of Student Development or Judicial Board, an appeal may be made in writing to the dean of student development within three days of the notification of disciplinary action. The University Judicial Council has the power to carefully review the case and constitutes the final authority in matters of discipline.

# Annual Fire Safety Report

Residence Hall	Year	Number of Fires	Cause of Fire	Numbers of Deaths	Number of Injuries	Value of Damaged Property
Benson Hall	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Bush Apartments	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Georgia Hall	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Johnson Hall	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Redford Apartments	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Shingler Apartments	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Tennessee Hall	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
University Terrace Apartments "A"	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
University Terrace Apartments "B"	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
University Terrace Apartments "C"	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE
Wise Hall	2021	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2020	0	NOT APPLICABLE	0	0	NOT APPLICABLE
	2019	0	NOT APPLICABLE	0	0	NOT APPLICABLE

## Description of the fire safety system for each on-campus student housing facility:

Benson, Georgia, Johnson, Tennessee, & Wise Halls  
Redford, Shingler, & University Terrace Apartments  
"A," "B," & "C":

- Smoke detectors
- Alarm pull stations
- Fire extinguishers
- Centralized warning system with audible alert siren
- Monitored 24 hours a day 365 days a year by external alarm company

Bush Apartments:

- Smoke detectors
- Alarm pull stations
- Fire extinguishers
- Centralized warning system with audible alert siren

All fires must be reported to the following organizations or individuals:

- Security Department
- Office of Student Development
- Resident Director or Resident Assistant

**Number of fire drills held each calendar year:**

Fire drills are performed twice each calendar year in Benson, Johnson, Georgia and Tennessee Halls (one in the Fall semester and another in the Spring semester).

Due to the type of fire safety systems installed in Bush, Redford, Shingler, and University Terrace Apartments A, B, & C, twice annual meetings are held (in lieu of drills) to review the fire emergency policies and procedures as outlined in the Annual Fire Safety Report and the Emergency, Evacuation, and Operations Plan.

**Policies on portable electrical appliances, smoking, and open flames in student housing facilities:**

- Fireworks and explosives are not permitted on campus.
- Inflammable materials may not be kept in campus housing.
- Candles (open flames) and/or incense are not to be burned in any residential area.
- Cooking appliance with the exception of hot pots, popcorn poppers, blenders, coffee pots, and MicroFridge units are not permitted in the resident's room in Benson, Johnson, Georgia, or Tennessee Halls.
- Small refrigeration units (not to exceed 6.0 cubic feet) may be used in campus housing. There can be no more than one such unit in any room. Periodic inspection of these units will be held randomly and without advance notice to insure proper use.

**Policies for fire safety education and training programs for students, faculty, and staff:**

In addition to the information contained in the Annual Fire Safety Report and the Emergency Evacuation and Operations Plan, students are educated annually in their housing facility on fire safety and receive training twice a year during the fire drills. If anyone requires additional education and training in fire safety, they can contact the Trevecca Nazarene University Security Department for assistance.

**Plans for future improvements in fire safety:**

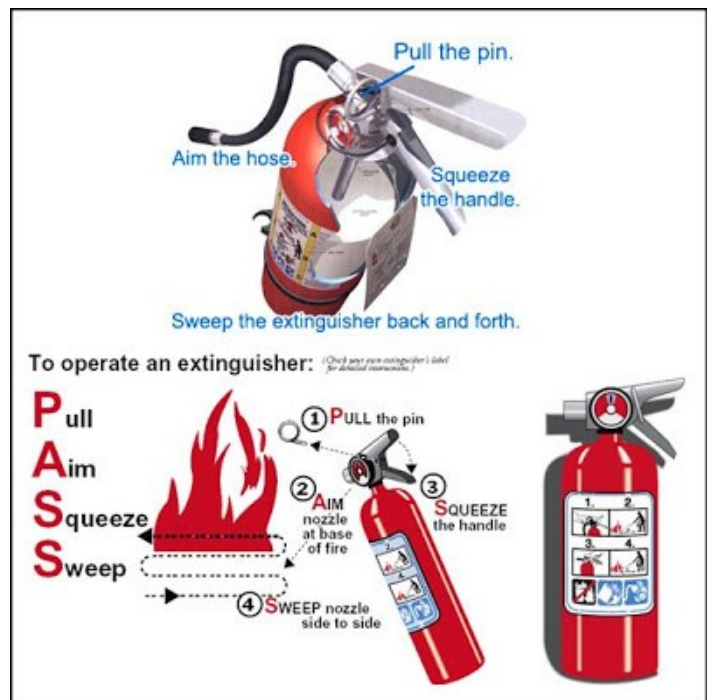
Trevecca Nazarene University continues to explore options and newer technologies to improve and update its residential fire safety systems.

**Fire Emergency and Evacuation Procedures for Residential buildings**

In all cases of fire, 911 can be called first, but security must be notified immediately thereafter.

1. Know the location of fire extinguishers, fire exits, and alarm systems in your residence and know how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact Campus Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM SOUNDS ONLY IN THE BUILDING WHERE ACTIVATED. You must report the fire by phone.
4. On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Campus Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen—DO NOT LOCK DOORS!
5. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
6. Resident assistants are designated to assist individuals during an emergency. DO NOT PANIC. USE STAIRWAYS. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, then stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. TRY NOT TO PANIC!



### Residential Building Evacuations:

1. All residential building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or Resident Director/Resident Assistant.
2. When the building evacuation alarm is activated during an emergency, leave by the safest and nearest marked exit and alert others to do the same.
3. Once outside, proceed to the designated assembly point for your residence listed below. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know the area assembly points:

\*North - Grassy field between Church and Library

- Benson Hall

\*South - Grassy field behind Mark's Guest House.

- Georgia Hall
- Johnson Hall

\*East - Soccer field.

- Tennessee Hall
- Wise Hall
- University Terrace Apartments A, B, & C

\*West - Grassy field beside Radio Tower.

- Redford Apartments
- Shingler Apartments
- Bush Apartments

\* These evacuation areas are a guide and may be changed depending on the emergency situation.

**\*\*DO NOT RETURN TO AN EVACUATED BUILDING** unless the all clear has been given.

**\*\*\*IMPORTANT:** After any evacuation, report to your designated area assembly point.

### Instructions for Evacuation of Residence Halls:

Residence Hall	Room Numbers	Exit Plan
Benson Hall	007 – 009, 106 – 109, 205 – 209, 305 – 309, 405 – 409	Exit through the North stairwell.
	101 – 105, 200 – 204, 300 – 304, 400 – 404	Exit through the South stairwell.
Johnson Hall	101 – 105, 113 – 116, 201 – 205, 214 – 218, 301 – 305, 314 – 318	Exit through the back stairway and out the back door.
	106 – 109, 110 – 112, 206 – 210, 211 – 213, 306 – 310, 311 – 313	Exit through the front stairway and out the front door.
Georgia Hall	10 – 19, 101 – 105, 113 – 116, 201 – 206, 214 – 218, 301 – 305, 314 – 318	Exit through the back stairway and out the basement door.
	106 – 109, 110 – 112, 207 – 210, 211 – 213, 306 – 310, 311 – 313	Exit through front stair way and out the front door.
Tennessee Hall	101 – 105, 113 – 116, 201 – 205, 214 – 218, 301 – 305, 314 – 318	Exit through the back stairway and out the back door.
	106 – 109, 110 – 112, 206 – 210, 211 – 213, 306 – 310, 311 – 313	Exit through the front stairway and out the front door.

- ♦ DO NOT evacuate disabled people in their wheelchairs. This order is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.