

# 2017-2018

## Department of Public Safety

### Annual Security Fire & Safety Report



Providing Tougaloo College students, faculty, and staff with a safe and secure environment is priority for the Department of Public Safety. We will continue in our efforts to provide the level of professionalism that is conducive for a safe campus community.

The Department of Public Safety has developed an appreciation for the community oriented policing concept and practice. This practice provides guidance by which the department can strengthen its many positive attributes. With input from the campus community, departmental personnel, community oriented policing lays the foundation for substantive improvements in all aspects of the department's operations and serves as a public statement by the department on its goals and objectives for improvement.

It is important that the Department of Public Safety have a philosophy that is consistent with contemporary policing standards and campus expectations. For this reason, the department is committed to providing service throughout the campus in a manner that is responsive to campus community concerns. This commitment is clearly evident in our department's mission statement and values. It is and will be the responsibility of all members of the department to carry out their duties and responsibilities in a manner that is consistent with this mission. The department's values will incorporate and reflect the expectations, desires, and preferences from the campus community. We will continue in our crime prevention efforts to ensure that the campus is a safe place for students and visitors conducting business on campus.

As the Chief of Public Safety for Tougaloo College, and on behalf of the men and women of the department, we look forward to being of service to members of the Tougaloo College community and continue to provide a safe and secure environment for each member on a daily basis.

Thanks must be given for the cooperative effort of everyone at Tougaloo College. Remember, if we work as a community, we can all be safe.

*Chief Edna Drake, Department of Public Safety*



**TOUGALOO**  
1869  
**COLLEGE**

***Administrative Staff Officers and Equipment***

The Department of Public Safety is staffed with 16 Public Safety Officers that are on duty twenty-four hours a day, seven days a week. Staffing involves the following components:

- Safety Officers who are trained and receive their training through the Jackson Police Training Academy, and various other Law Enforcement entities.
- Officers receive in-service training through the Jackson Police Academy, and additional on-site training on law enforcement issues.
- The Department of Public Safety have certified instructors from the Jackson Police Department to conduct firearms training, and classroom training on law enforcement issues.
- The department is approved to have 16 employees which include nine Public Safety Officers.
- The command staff is comprised of the Chief of Public Safety, and two (2) Lieutenants, an administrative and operational Lieutenant.
- Office personnel include one Administrative Office Manager.
- Staff assist with records keeping, evidence control, crime prevention, campus events, criminal investigations, and handling matters with Permits/Decals.
- The department is equipped with radios and a radio that allows the department to closely communicate with other law enforcement agencies.
- The department presently has two patrol cars and three club cars that enhance visibility, flexibility, and mobility in patrolling the on-site campus property.

### ***Public Safety Assistance***

Members of the college and visitors entering the campus are not aware of the array of services available to them from the Department of Public Safety. The following is a list of some of the services offered by the Department:

- Criminal Investigator to investigate all incidents affecting faculty, staff, and visitors on the campus of Tougaloo College
- Provides escorts in emergency situations
- Responds to all calls for service requested by the campus community
- Makes law enforcement reports on offenses that occur on the campus
- Assists outside law enforcement agencies with investigations involving College members
- Provides law enforcement personnel for events occurring on the campus
- Crime Prevention provides safety information to campus groups and organizations makes classroom presentations and conducts security surveys
- Provides routine patrol on the campus 24 hours a day, seven days a week
- Formulates policy and procedures to enhance the safety and security for the campus community
- Works cooperatively with other law enforcement agencies with presentations on drug awareness, self-defense, date rape, and makes referrals to other social agencies

## ***A Message from the Crime Prevention Unit***

The Crime Prevention Unit is active on campus throughout the year. The goal of the Unit is to keep students and employees informed of crime threats and to arm each with knowledge to prevent crime and injury while on the campus. The Unit is available for crime prevention and safety presentations in both classrooms and dormitories. Topics of presentation include crime prevention, personal safety, alcohol and drug abuse prevention, sexual assault and harassment prevention and information on domestic violence and prevention.

When moving into the dormitories, please keep in mind the Operation ID program sponsored by the Crime Prevention Unit. An officer will come to your dorm room and engrave all valuables such as TVs, stereos, computers, printers, and other items with your ID number or other identifying marks. The items will be listed and kept on file in the Department of Public Safety. In case of a theft, the items will be entered on the NCIC using the identification applied by the officer. Knowing that items have been engraved deters most thefts of personal property. Watch for flyers posted in the dormitories listing the dates and times the officer will be in your dorm to engrave your property. The program is ongoing throughout the year and engraving appointments may be arranged by calling the Department of Public Safety and requesting to speak with a crime prevention officer.

## ***Where to Get Information***

### ***(In General)***

- From the Tougaloo College Newspaper “Harambee”
- From the Department of Public Safety website  
<http://www.tougaloo.edu/studentlife/publicsafety/index.htm>
- From the Crime Prevention Officer
- From the Department of Public Safety
- From the Office of Student Affairs

## ***When Crime Happens***

When crime happens on the campus of Tougaloo College, crime alerts will be posted and submitted to the Office of Student Affairs. The alerts will be posted in buildings, dormitories, and other areas throughout the campus as soon as possible to alert the community to the information.

## **How to Report a Crime**

When a crime is committed, one should call the Department of Public Safety at 601-977-7857, or if calling from a campus phone, simply dial 7857. Stay on the line so that the officer can secure all needed information—an officer will be dispatched quickly. Or you may come by the Office of Public Safety located on Jamerson Lane, in Jamerson Hall on the second floor.

### **Students Are Expected To**

- Wear/display their TC ID badge at all times on campus
- Lock the doors to their room at all times.
- Refrain from allowing strangers to enter his/her rooms or floors
- Possess a valid College issued ID at all times, whether on or off campus
- Call the Department of Public safety or Residence Hall staff for assistance when needed.
- Walk with others at night.
- Report suspicious persons/activities to public safety officers immediately.
- Report any campus crime to the public safety immediately.
- Take appropriate steps to secure your personal property such as jewelry, vehicles, stereo equipment, money, etc.
- Participate in security-related programming such as engraving your personal property, Operation ID.
- Practice being safe.
- Familiarize yourself with the campus.
- DO NOT accept rides from strangers.
- Refrain from disabling locking mechanisms for entry and exit doors.
- Report ALL lost or stolen keys immediately to the Residential Hall Coordinator to ensure proper key control access.
- Know who you leave with and notify at least two other people and the real identity of the person you leave with. NO NICK-NAMES.

### ***Access to Campus Facilities and Residence Halls***

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

An automated card access control system is also installed in some academic and administrative buildings. College members with questions about the system should contact the appropriate department manager or facilities manager.

### ***Residence Halls***

The majority of residence halls are equipped with an automated card access control system. Unlimited access is available to students and authorized residence hall staff via the system. Guest and other visitors may visit residence halls as long as they have been authorized by a member of the residence staff. The exterior doors to student residence halls remain locked 24 hours a day. In addition to the automated card access control system, all exterior doors in residence halls are equipped with a centrally monitored electronic alarm system.

### ***Security Consideration in the Maintenance of Campus Facilities***

Tougaloo College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or too dim, officers will initiate an immediate work order which is acted upon by the Department of Facilities and Real Property. When members of the campus community notice any concerns with the physical security or security in general, they should contact the Department of Facilities and Real Property at 601-977-7928.

### ***Timely Warning Notices Campus Safety Alerts***

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with the Office of Student Affairs, issues Campus Safety Alerts in a timely manner to notify campus members about certain crimes in and around the campus community. Members of the campus community who know of a crime or other serious incident should report the incident as soon as possible to the Department of Public Safety so that a Campus Safety Alert can be issued, if warranted.

### ***Warning about Alcohol, Drugs and Weapons***

Tougaloo College DOES NOT allow the possession, sale of or consumption of alcoholic beverages on campus. The same policy applies to illegal drugs. Any individual found possessing, using or distributing alcohol or drugs is subject to disciplinary action and arrest, imprisonment and/or fined according to state and local laws.

Keeping yourself informed about alcohol and drugs is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. Tougaloo College provides useful and

informative prevention education programs throughout the year. Regarding weapons, the College DOES NOT allow the possession, discharge of or use of weapons, including firearms, knives, look-alike firearms, BB guns or other instruments that may be used with deadly force to cause bodily injury.

Additionally, explosives, fireworks and other deadly weapons are also prohibited. The distribution, possession or use of illicit drugs or weapons are prohibited on campus property or at functions sponsored by the College.

### ***Parking***

On the campus of Tougaloo College, parking is a major consideration for students, faculty, staff and visitors to the campus. Tougaloo College does not assume the obligation of providing a parking space for all automobiles. The College is, however, designed to accommodate most persons desiring to use campus parking facilities.

Construction on campus is ongoing and must be considered where parking is concerned. Most construction projects call for the closing of some lots until the project is completed. As one lot is reopened after construction, another may be closed for the next project. The Department of Public Safety attempts to accommodate displaced parking when this occurs. The alternate parking will be placed as close as possible to the original lot.

Some lots or a portion of a lot may occasionally be blocked to allow visitor parking for special events. The Department respectfully requests that anyone displaced by the reserving of these parking spaces be tolerant of the situation for the short time the spaces will be used by visitors.

### ***Traffic Rules and Regulations for the Campus of Tougaloo College***

The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities within the limits of available spaces. The Department of Public Safety is responsible for the implementation and enforcement of these regulations.

### ***Policies***

1. Regulations are published in your student handbook and on the College's website in accordance with the law, and ignorance of any regulation is not an acceptable excuse for any violation.
  - Motor vehicles driven on campus shall be operated in a safe and courteous manner at all times.
  - The College does not assume any responsibility for damages and/or theft of any motor vehicle or its contents while it is driven or parked on the campus
  - Any accident on the campus involving a motor vehicle must be reported to Public Safety immediately, regardless of the extent of damages involved.

- Vehicles will be operated only upon streets, drives and designated parking lots. Any person driving a vehicle recklessly will be in violation and may be fined or the case may be turned over to civil authority.
  - The speed limited on campus is 20 miles per hour.
  - Driving or parking on grass, walkways or in “no-parking” zones is prohibited (such as fire, reserved, loading, ect.).
  - All traffic signs must be observed.
2. Tougaloo College assumes no responsibility for care of any vehicle or its contents at any time it is operated or parked on the campus.
  3. Anyone who receives a cumulative of four unpaid violations may be subject to having their registration and decals to operate a vehicle withdrawn.
  4. All vehicles are required to display current decals in the bottom left hand corner of the front windshield. Vehicles that do not have decals are subject to being towed at owner’s expense. The purchase of a decal does not guarantee one a parking space.
  5. The College reserves the right to regulate the use of all vehicles on the campus and to forbid the use of a vehicle by a student, faculty/staff member, employee, or visitor whose conduct in any manner indicates he/she is not complying with the College regulations.
  6. The College does not guarantee a parking space, except reserve parking. Registration of a vehicle and display of a decal does not guarantee a parking space, except reserve parking.
  7. The College reserves the right to designate the exact area that any vehicle may be parked on campus.
  8. It is a violation of college policy and the law to willfully refuse to obey any order given by the College officers of the Department of Public Safety or any other law enforcement officer.
  9. Unpaid and unexcused fines for violations are cumulative throughout a person’s stay at the College.
  10. The Department of Public Safety may, upon special occasion, temporarily block spaces for visitor use exclusively, any parking area normally used by the college community.
  11. Rain or inclement weather will not alter any of the provisions of the traffic and parking regulations.
  12. The College is authorized by law to remove and/or impound any vehicle that is parked in such a way as to cause hazard to pedestrians or vehicular traffic or equipment. Owners of such vehicles will be required to pay all costs involved in removing, impounding and storing vehicles.

### ***Definitions***

For the purpose of these regulations, words and terms are defined as follows:

1. **DECAL:** Any decal, windshield sticker, bumper sticker, metal tag, or other markings normally used to identify the owners of vehicles and or the vehicle itself.
2. **FACULTY MEMBER:** Anyone who is employed full time by Tougaloo College, under contract for the purpose of teaching or instructing students.

3. STAFF MEMBER: Anyone who is employed by Tougaloo College on a full time forty (40) hour per week schedule, whether under contract or not, to perform services on the campus other than instructing students.
4. STUDENT: Anyone who is enrolled at Tougaloo College for the purpose of receiving instruction.
5. VEHICLE: Includes every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, roadway, street, or the campus of Tougaloo College.
6. MOTOR VEHICLE: Includes every motor vehicle which is self-propelled
7. MOTORCYCLE: Includes every motor vehicle having a saddle for the use the rider and designated to travel on nor more than three wheels in contact with the ground but excluding a tractor.
8. BICYCLE: Includes every vehicle, other that a motor vehicle, designed to travel on not more than two wheels in contact with the ground and propelled by human power.
9. CAMPUS: All buildings, streets, and grounds of Tougaloo College.
10. VISITOR: Any person, other than a faculty member, a staff member, or a student operating or parking a non-registered vehicle on the campus no more than occasionally.
11. PROPERLY AFFIXED DECAL: Properly affixing is defined for the student as the removal of the protective cover on the decal and the affixing of the entire surface area of the lower left inside surface of the window shield using the adhesive substance of the decal to hold the decal on display. For faculty, properly affixing is defined as attaching the decal to rear view mirror of the vehicle. It is the responsibility of the person registering the vehicle to properly affix the decal within 24 hours of issuance.
12. TEMPORARY DECAL: A parking decal is issued for short term use. It shall be prominently displayed on the front left dash.

### ***Bicycles and Motorcycles***

1. Any person who rides, operates or parks a bicycle or any other non-motor vehicle, including boats and trailers, on the campus shall be subject to all terms and provisions of these regulations.
2. No person shall ride a bicycle on any sidewalk, handicap ramp, or any other area of the campus customarily used by pedestrians.
3. No person shall park a bicycle in a walkway, or on a sidewalk, in a hallway, or a handicap ramp, or in or near a doorway except where us is made of a parking rack furnished by the College.
4. No person shall ride, operate or park at night on the campus or street of Tougaloo College any bicycle not equipped with headlight and taillight or reflector.
5. No person, unless otherwise authorized by the Department of Public Safety, shall take any bicycle inside any building on campus.
6. Every regulation herein applicable to anyone riding, operating, or parking a bicycle on the campus shall also apply to anyone riding, operating or parking a motorcycle or motor scooter thereon.
7. No person riding or operating a motorcycle or other motor-driven cycle on the campus or streets of Tougaloo College shall carry in or upon such vehicle more than himself/herself and another at any one time.



# For Your Information: The Clery Act

Safety on the College campus is a natural concern for parents, students, faculty and staff at Tougaloo College Department of Public Safety. The business of education can only take place in an environment in which each student and employee feels safe and secure. We recognize this and employ a number of security measures to protect the members of the College community.

In order for the Department of Public Safety to be in compliance with the Jeanne Clery Act, a federal that requires colleges and universities to disclose certain timely information about campus crime and annual information about campus crime and security policies, the following information must be made available for members of the campus community.

## ***Annual Report***

The Department of Public Safety publishes an annual newsletter that outlines all the services that are available to the campus community. The newsletter contains four years of campus crime and incident statistics, policy statements relative to law enforcement services on the campus to include how and where students should go to report crimes. This newsletter is available to all current and prospective students and employees of Tougaloo College. A copy of the crime information is required to be provided to the U.S. Department of Education.

## ***Crime Statistics***

The Department of Public Safety must disclose crime statistics for the campus, un-obstructed public areas immediately adjacent to or running through the campus and certain non-campus facilities, including Greek housing and remote classrooms. In addition to major crime categories, we are required to report incidents if they result in either an arrest or disciplinary referrals such as: 1) Liquor Law Violations; 2) Drug Violations and 3) Illegal Weapons Possession. If both an arrest and referral are made, only the arrest is counted.

## ***Timely Access to Information***

The Department of Public Safety makes every effort to get information to students and the campus community in a timely manner. When information is relayed to the Department of Public Safety from other law enforcement agencies that will impact the life or well being of members of the College, this information is distributed to the campus community immediately. Flyers are printed and circulated throughout the campus. The department also has the information printed in the school newspaper, The Harambee, and an Internal Alert is issued through the Office of Public Safety.

For those members of the college who want to be aware of what incidents have occurred on the campus during the past twenty four hours, members may come to the Department of Public Safety and view an Open Log Book that contains information on all incidents reported in the past twenty four hours. This information includes the case number. Date, location and nature of the incident reported in a synopsis

format. This information is available to all members of the college twenty four hours a day, seven days a week upon request.

The security of all members of the campus community is of vital concern to Tougaloo College. In compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, information concerning campus security programs, safety practices, the authority of the Office of Public Safety, and campus crime statistics for the recent four year period can be found online at <https://www.tougaloo.edu/student-life/public-safety/crime-log> by clicking on Student Life and then clicking on Public Safety Crime Log or a copy of the information may be obtained from the campus newsletter that is published annually and found in the Tougaloo College Department of Public Safety office.

### ***Sex Offender Registry***

Tougaloo College Department of Public Safety newsletter includes statistics of crimes committed in the previous four years on campus. Members of the College may access information in regards to the Mississippi Sex Offenders Registry. In order to obtain the information on the internet go to: [www.dps.state.ms.us](http://www.dps.state.ms.us).

### ***Important Phone Numbers***

The College encourages prompt and accurate reporting of all crimes, suspected crimes and other emergencies. When crime occurs please call the Department of Public Safety at (601) 977-7857. If it's an emergency, please call 911.

### **College Resources**

If you are a student in need of help with a drug or alcohol problem, there are a variety of programs on the Tougaloo College campus that can help. The counseling center provides support for individuals with issues related to substance abuse. This may include individual counseling, group counseling, or a referral to a community resource. The counseling center keeps an up-to-date list of all resources in the community, including 12-step programs, private therapists, and outpatient counseling. Call the counseling center at (601) 977-7819 for more information.

For employees, the Office of Human Resources is available for consultation and support for all employee concerns, including substance abuse. Call (601) 977-4461 for additional information.

### **Sexual Misconduct**

Tougaloo College considers the personal and physical safety of students and employees to be a high priority to the learning and working environment. Every member of the college should be aware that the college is strongly opposed to sexual misconduct and that such behavior is prohibited both by state law

and by college policy. It is the intention of the college to take immediate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

All forms of sexual misconduct are regarded as serious offenses, which will result in disciplinary action, including, but not limited to suspension or expulsion. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges and actions taken under college regulations.

## Sexual Assault

### Definitions

1. *Sexual Assault* (including, but not limited to rape) is defined as any kind of sexual conduct or sexual physical contact that is non-consensual, involves force, threats, or any form of coercion or intimidation committed against a person or person(s) regardless of gender.
  - a. *Sexual conduct* can be oral, vaginal, or anal penetration, even if only slightly entering the body with any object.
  - b. *Sexual physical* contact includes, but is not limited to, contact with the genitals, breasts, groin, mouth, buttocks or other bodily orifice. The amount or lack thereof, of clothing being worn by either person(s) is of no consequence in determining whether sexual physical contact has occurred.
  - c. *Rape* is the entering into, engaging in, or continuing to engage in sexual intercourse, which involves an act of vaginal, oral, or anal penetration with another person when occurs against that person's will or without that person's consent.
2. *Sexual exploitation* occurs when a person(s) takes non-consensual, unjust or abusive sexual advantage of another for personal or for a third party own advantage or benefit. Sexual exploitation includes, but is not limited to, prostitution, videotaping, voyeurism, drug-facilitated sexual assault, and concealing of spectators.
3. *Consent* is freely and actively given; it is the informed and mutual understanding of words and actions, and the implications and consequences of a mutually agreed upon sexual act(s). It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he or she has consent from their partner(s) at every stage of sexual interaction. Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity.

A person(s) unable to consent includes, but is not limited to:

- a. An unmarried person, under the age of 17 or younger.
- b. A person who is mentally or physically incapacitated (e.g., one rendered incapable of knowing or controlling his or her conduct, or incapable of resisting an act, due to the influence of any drug, narcotic, anesthetic, alcohol, or other substance; or one whose mind is lacking in sufficient capacity to be able to understand and appreciate the act, its implications, and consequences

## Procedures for Reporting Sexual Assault

It is the policy of Tougaloo College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities.

Tougaloo College does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex in matters of admissions, employment, housing, or services in the educational programs or activities it operates. Prohibited sex discrimination includes sexual harassment and sexual violence.

Title IX also prohibits retaliation for asserting claims of sex discrimination. Tougaloo College has designated a Title IX Coordinator assisted by Deputy Coordinators to resolve complaints and address issues of gender-based discrimination and sexual misconduct.

Also, written complaints can be filed with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting the following website: [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

Although a report of sexual misconduct may come in through many sources, Tougaloo College is committed to ensuring that all reports of sexual misconduct are referred to the Title IX Coordinator. This commitment ensures prompt & equitable resolution of reports of sexual misconduct.

The Title IX Coordinator works with the dedicated *Title IX Team* to assist in the review, investigation, and/or resolution of the report of sexual misconduct. Members of this interdepartmental team include the Title IX Coordinator and Deputy Title IX coordinators. Depending on the relationship of the complainant and the respondent to the College (student, staff, faculty, or other) and the nature of the report, additional team members may include the Provost, the President of the College and others as may be necessary.

### A. Overview of Procedural Options

Upon receipt of a sexual misconduct report, the Title IX Coordinator or a member of the Title IX team will conduct an *initial Title IX assessment*. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual harassment or sexual assault. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the complainant's expressed preference for resolution.

Following this assessment, the College may seek a remedies-based resolution that does not involve disciplinary action against a respondent. Alternately, the matter may be referred for investigation. The goal of the investigation is to gather all relevant facts that will aid in determining if there is sufficient information to refer the report for disciplinary action using the College's judicial resolution procedures.

The process followed will be determined by the relationship of the respondent to the College:

- Complaints against a student will be resolved by the Procedures for Resolution of Complaints against Students, which is set forth in the <insert title of the addendum>).

- Complaints against a staff member will be resolved by the College policy governing staff and related grievance procedures, which can be found in < name the book>.
- Complaints against a member of the faculty will be resolved by the 2013 Faculty Handbook.

Each process is guided by the same principles of equality, promptness and respect for all parties. Resources are available for both students and employees, whether as complainants or respondents, to provide support and guidance throughout the investigation and resolution of the complaint.

## **B. Role of the Title IX Coordinator**

Title IX Coordinator, Yasmin J. Gabriel, Esq. oversees the College’s centralized review, investigation, and resolution of reports of sexual misconduct. The coordinator also coordinates the College’s compliance with Title IX. The title IX coordinator is located in Blackmon Administration Building on the 2<sup>nd</sup> Floor, 601-977-7718 and email [ygabriel@tougaloo.edu](mailto:ygabriel@tougaloo.edu)

The Title IX coordinator is responsible for:

- Monitoring and oversight of overall implementation of Title IX Compliance at the College,
- Coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the College community
- Identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

### **Deputy Title IX Coordinator – Office of Student Affairs | [Ms. Gladys Jones](#)**

Interim Vice President of Student Affairs  
Jameson Hall | 601-977-7821 [gjones@tougaloo.edu](mailto:gjones@tougaloo.edu)

### **Deputy Title IX Coordinator – Office of Public Safety | [Chief Edna Drake](#)**

Chief of Public Safety  
One Jackson Place Building | 601-977-7876 [edrake@tougaloo.edu](mailto:edrake@tougaloo.edu)

### **Deputy Title IX Coordinator – Office of Academic Affairs | [Tony King](#)**

Provost/Vice President of Academic Affairs  
Blackmon Administration Building | 601-977-7736 [tking@tougaloo.edu](mailto:tking@tougaloo.edu)

### **Deputy Title IX Coordinator – Office of Human Resources | [Dorthea Presely](#)**

Director of Human Resources  
Blackmon Administrative Building | 601-977-4461 [dpresely@tougaloo.edu](mailto:dpresely@tougaloo.edu)

## **C. Initial Title IX Review and Assessment**

In every report of sexual misconduct, the Title IX coordinator or designee, will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. The Title IX coordinator must consult with the Chief of public safety and/or the dean of students or designee(s) to assist in this assessment. These steps may include interim protective measures to provide for the safety of the individual and the campus community. One or more of the Title IX team may also be included in the initial assessment.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may continue depending on a variety of factors such as: (1) the complainant's wish to pursue disciplinary action, (2) the risk posed to any individual or the campus community by not proceeding, and (3) the nature of the allegation.

#### *A. Statement of Confidentiality*

With respect to any report of sexual or gender misconduct or any complaint of sexual or gender-based misconduct, Tougaloo College will endeavor to maintain the confidentiality of the matter and all individuals involved to the extent permitted by law. Tougaloo College will balance the needs of individuals involved with its obligation to protect the safety and well-being of the community at large. In all cases, Tougaloo College will respect the privacy and dignity of all individuals involved.

#### **D. Investigation**

Where the Title IX assessment concludes that College disciplinary action is appropriate, the College will initiate an investigation following the receipt of the complaint by the Title IX coordinator or Deputy Coordinator, but this time frame may be extended depending on the complexity of the circumstances of each case.

The College has designated the Office of Public Safety to investigate allegations of sexual misconduct. The College will provide annual training for all investigators, and any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigator(s) will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the complainant, the respondent, and any witnesses. As part of the investigation, the College will provide an opportunity for the parties to present statements, witnesses, and other evidence. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available. The investigation is designed to provide an equitable and reliable gathering of the facts. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

#### ***Presenting his or her case***

During an investigation, the complainant (the person filing the complaint) will have the chance to describe his or her allegations and present supporting witnesses or other evidence. The respondent (the person complained about) will have the chance to respond to each allegation and present supporting witnesses or other evidence.

The investigator will review evidence presented and will meet with additional witnesses identified by the complainant, the respondent, or third parties, as determined appropriate by the investigator. All parties involved in the investigation are expected to cooperate and provide truthful information throughout the investigation process.

Any participant in an investigation who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact one of the individuals listed under “Title IX Deputy Coordinators” who has not been involved in the investigation of complainant’s report and who shall take appropriate actions to address the issue in a prompt and equitable manner.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered, which will be forwarded to the Title IX coordinator and the College administrator responsible for initiating disciplinary resolution proceedings. Upon receipt of the investigation report, the College will notify all parties that the investigation is complete and provide information about next steps in the process.

Based on the information gathered in the initial Title IX assessment and/or investigation, the College will take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects.

The Title IX coordinator will document each report or request for assistance in resolving cases involving charges of sexual misconduct, whether by the complainant or a third party and will review and retain copies of all reports generated as a result of investigations.

## **E. Resolutions**

### **Retaliation**

The College prohibits retaliation against anyone for filing a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under “Deputy Title IX Coordinators.”

### **How Complaints are Resolved**

If a complaint of discrimination, harassment, or sexual harassment is found to be supported by a preponderance of the evidence, (for us non-lawyer this standard of the evidence can be described as, “more likely than not”), appropriate corrective action will follow based on the violators and will be subject to disciplinary action in accordance with relevant College policies and/or procedures and other requirements set forth in the Staff Handbook, Faculty Handbook, or Student Handbook.

The investigator will provide his or her conclusions and any recommended actions to the appropriate College office:

For staff, the appropriate office is the Office of Human Resources in collaboration with the respondent’s manager(s).

For students, the appropriate office is the Dean of Students.

For faculty, the appropriate office is the Senior Vice President for Academic Affairs & Dean of the College.

The appropriate office will review the recommendations and, in consultation with the Office of Human Resources or title IX coordinator, when appropriate, make a decision concerning the resolution of the complaint—including the allegations of Title IX violations and, potentially, allegations of other inappropriate conduct—and any corrective actions that will be imposed. The complainant and the respondent will be notified in writing of the outcome of the investigation upon its conclusion.

When a violation of the Policy on Discrimination and Harassment is found, the College's response is based on several factors, including the severity of the conduct, and a goal to prevent problems from recurring. In addition, the College may recommend steps to address the effects of the conduct on the complainant and others. Violators of the policy will be subject to disciplinary action in accordance with relevant College policies and/or procedures and other requirements set forth in the Staff Handbook, Faculty Handbook, or Student Handbook. <Title IX coordinator will assist in updating these books to reflect the new grievance policies & procedures>

The College reserves the right to address other inappropriate conduct, if substantiated, even if no Title IX violation is found.

### **A. Remedies-Based**

Where the Title IX assessment concludes that remedies-based resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the College. Examples of potential remedies are provided in policy **Section: Interim Measures**. Other potential remedies include targeted or broad-based educational programming or training. In cases that do not involve sexual violence, mediation and other restorative justice interventions may be an appropriate form of remedies-based resolution.

The College will not compel a person complaining of a policy violation (*complaint*) to engage in mediation, to directly confront the respondent, or to participate in any particular form of remedies-based resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault. The decision to pursue remedies-based resolution, which may occur at any time, will be made when the College has sufficient information about the nature and scope of the conduct. Participation in remedies-based resolution is voluntary, and a complainant can request to end remedies-based resolution at any time.

### **B. Judicial Resolution**

Disciplinary action against the person accused of the policy violation (*respondent*) may only be taken through judicial resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental equality, promptness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this Sexual Assault and Harassment Policy.

### **F. Appeals**



Within seven (7) business days of receiving the resolution of the complaint- either party may request for an appeal of the decision rendered by the Adjudicator. Disagreement with the finding or corrective action is not, by itself, grounds for appeals.

The three grounds upon which an appeal of the decision or sanctions may be made are:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available to the investigator or the parties at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate given the details of the case.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the appropriate Appeals Officer (as identified in the outcome letter) within seven (7) business days following the date on the outcome letter.

The decision will be issued within a reasonable period of time, generally no longer than ninety (90) days after receipt of the appeal.

### ***Campus and Community Response***

Tougaloo College's coordinated response to sexual assault provides several options for reporting or for seeking help. Victims may report a sexual assault to any member of the campus community. Victims are encouraged to access the resources available through the Office of Student Affairs to initiate a complaint for a policy violation through the campus judicial system and/or for counseling services/referrals.

Individuals in the campus reporting options listed below are trained on how to appropriately respond to occurrences of violence on campus. Confidentiality will be maintained at the greatest extent possible and reports will be dealt with promptly.

- Office of Residential Life (director, residential hall coordinator, resident assistant)
- Office of Counseling Services
- Dean of Students
- Health and Wellness Center
- Public Safety

The community victim service providers listed below are available to provide forensic medical examinations, mental health counseling, crisis intervention, and legal assistance to persons who may seek off-campus assistance. A forensic medical examination or the "rape kit" is administered at the University Medical Center (UMC) to rape victims, **at no cost**, within 72 hours following the assault. Victims are provided a rape crisis counselor upon arrival to the Emergency Room (ER) and a law enforcement officer is notified. However, filing a police report is optional.

- Catholic Charities Rape Crisis Center (24 hour crisis line, 601-982-7273)
- Center for Violence Prevention (24 hour crisis line, 1-800-266-4198)
- University Medical Center (601-984-4000)

In responding to reports of sexual assault, the College seeks to provide redress for the victim, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

A charge of sexual assault against a student will be handled by the Office of the Dean of Students under the normal College judicial processes. The Dean of Students has the discretion to suspend a student accused of sexual assault, pending a hearing. If found guilty of sexual assault, a student may face suspension for one year or expulsion.

### **Student Right-to-Know and Campus Security Act**

During the periods indicated, the following offenses were reported to have occurred on Tougaloo College campus:

<b>Classes of Offenses</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
----------------------------	-------------	-------------	-------------	-------------	-------------

	Homicide	0	0	0	0	0		
	Sex Offense	0	0	0	0	0		
	Robbery	0	0	1	1	0		
	Burglary	0	6	6	7	11		
	Aggravated Assault	0	0	0	0	0		
	Auto Theft	0	0	0	0	0		
	Domestic Violence	4	1	2	N/A	N/A		
	On Campus	0	1	2	N/A	N/A		
	In Residential Halls	4	0	0	N/A	N/A		
	Stalking	0	0	0	N/A	N/A		
	Cyber	0	0	0	N/A	N/A		
	Other	0	0	0	N/A	N/A		
	<b>Total</b>	<b>4</b>	<b>7</b>	<b>15</b>	<b>8</b>	<b>11</b>		
	<b>Classes of Offenses</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>		
	Alcohol Law Violations	7	1	9	6	1		
	Drug Violations	20	23	19	14	1		
	Weapons	0	1	4	1	1		
	<b>Total</b>	<b>27</b>	<b>25</b>	<b>32</b>	<b>21</b>	<b>3</b>		

## Fire Safety Report

On July 31, Congress completed reauthorization of the Higher Education Act (HEA) by passing the Higher Education Opportunity Act. The president signed the bill into law on August 14, 2008. The act includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics on a dormitory-by-dormitory basis. The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in

each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

### **Fire Protection Systems**

Information specific to fire safety/detection systems and sprinkler systems for each on-campus housing facility is detailed in the Residence Facility Fire Safety Statistics chart located on the following chart.

### **Daily Campus Student Housing Fire Log**

In compliance with federal law, The Department of Public Safety maintains a daily campus student housing fire log listing all campus student housing fires, including the nature, date, time, and general location of each fire that occurred on campus within any of the College-provided student residential facilities.

The daily campus student housing fire log is available for public inspection during normal business hours at The Department of Public Safety or anytime online at [www.Tougaloo.edu/sacl/safety/docs/](http://www.Tougaloo.edu/sacl/safety/docs/).

### **Policy Governing Residential Life**

The *Residential Life Student Handbook* provides policy information on various fire safety rules and regulations such as prohibited appliances and other important information related to residential life and safety.

To view the *Residential Life Student Handbook* visit [http://www.tougaloo.edu/content/studentlife/RESIDENTIALLIFE2005 %20\\_2\\_.pdf](http://www.tougaloo.edu/content/studentlife/RESIDENTIALLIFE2005%20_2_.pdf)

Additionally, The Department of Public Safety coordinates routinely with the Office of Residential Life at various times throughout the academic year on fire safety education and prevention. Office of Public Safety members from our environmental health and safety division work in close partnership with residential life staff on life and fire safety training basics to include proper use of fire extinguishers, evacuation planning and procedures, fire behavior, malicious activation of fire alarms, and assessing living areas for fire safety.

## **Fire Safety Statistics CY 2013**

**Tougaloo College, Tougaloo, Mississippi**

<b>Residence Facility</b>	<b>Number of Mandatory Supervised Fire Drills (Academic Year)</b>	<b>See Legend Below</b>
---------------------------	-------------------------------------------------------------------	-------------------------

A.A. Branch	2	E, H
Apartment (A)	0	E, H
Apartment (B)	0	E, H
Apartment (C)	0	E, H
Berkshire A	2	E, H
Berkshire B	2	E, H
Faculty Cottage (A)	0	E, H
Faculty Cottage (B)	0	E, H
Faculty Cottage (C)	0	E, H
Faculty Cottage (D)	0	E, H
Kirksey House	0	E, H
New Women	2	E, H
President's Residence	0	E, H
Renner Hall	2	E, H

**Number of  
Mandatory  
Supervised  
Fire Drills  
(Academic Year)**

**Office  
Facility**

**See  
Legend  
Below**

Alumni House	2	E, H
Advancement Village	0	E, H
Ballard Hall	0	E, H
Bennie G. Thompson Building	0	E, F, H, G
Berkshire Cottage	0	E, H
Blackmon Administration Building	2	E, H
Borinski House	0	E, H
Galloway Hall	0	E, H
Guard House	2	E, H
Holmes Hall	0	E, H
Jamerson Hall	1	H
Kincheloe Hall	0	E, H
Kincheloe Hall Trailer	0	E, H
Mansion	0	under construction
Office of Sponsored Research Office	0	E, H
One Jackson Place	2	H
Owens Health & Wellness Center	0	E, H
Pope Cottage	2	H
Sarah Dickey Building	0	E, H

Social Science Complex	1	H
Trio Cottage	2	H
Trio Portable #1	2	H
Trio Portable #2	2	H
Trio Portable #3	2	H
Warren Hall	0	H
Woodworth Chapel	0	E, H
Zenobia Coleman Library	0	E, H

### Fire Safety System Description Legend

A – Simplex 4100U Addressable System  
 B – Simplex 4020 Addressable System  
 C – Simplex 4002 System  
 D – Simplex 4005 System

E – Smoke Detectors  
 F – Automatic Sprinkler System  
 G – Exterior Sprinkler A/V Alarms  
 H – Fire Extinguishers

### Fire Safety Statistics CY 2013

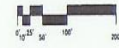
### Tougaloo College, Tougaloo, Mississippi

Residence Facility	Number of Fires	Number of Fire Related Injuries Requiring Treatment at a Medical Facility	Number of Fire Related Fatalities	Value of Property Fire Damage
A.A. Branch	1	0	0	\$2.00
Alumni House	0	0	0	\$0.00

Apartment (A)	0	0	0	\$0.00
Apartment (B)	0	0	0	\$0.00
Apartment (C)	0	0	0	\$0.00
Advancement Village	0	0	0	\$0.00
Ballard Hall	0	0	0	\$0.00
Bennie G. Thompson Building	0	0	0	\$0.00
Berkshire A	0	0	0	\$0.00
Berkshire B	0	0	0	\$0.00
Berkshire Cottage	0	0	0	\$0.00
Blackmon Administration Building	0	0	0	\$0.00
Borinski House	0	0	0	\$0.00
Brownlee Hall	0	0	0	\$0.00
Holmes Hall	0	0	0	\$0.00
Faculty Cottage (A)	0	0	0	\$0.00
Faculty Cottage (B)	0	0	0	\$0.00
Faculty Cottage (C)	0	0	0	\$0.00
Faculty Cottage (D)	0	0	0	\$0.00
Galloway Hall	0	0	0	\$0.00
Guard House	0	0	0	\$0.00
Jamerson Hall	0	0	0	\$0.00
Kincheloe Hall	0	0	0	\$0.00
Kincheloe Hall Trailer	0	0	0	\$0.00
Kirksey House0	0	0	0	\$0.00
Mansion0	0	0	0	\$0.00
New Women 0	0	0	0	\$0.00
Office of Institutional Advancement	0	0	0	\$0.00
Office of Sponsored Research Office	0	0	0	\$0.00
One Jackson Place	0	0	0	\$0.00
Owens Health & Wellness Center	0	0	0	\$0.00
Pope Cottage	0	0	0	\$0.00
President's Residence	0	0	0	\$0.00
Renner Hall	0	0	0	\$0.00
Sarah Dickey Building	0	0	0	\$0.00
Social Science Complex	0	0	0	\$0.00
Zenobia Coleman Library	0	0	0	\$0.00
Trio Cottage	0	0	0	\$0.00
Trio Portable #1	0	0	0	\$0.00
Trio Portable #2	0	0	0	\$0.00
Trio Portable #3	0	0	0	\$0.00
Warren Hall	0	0	0	\$0.00
Woodworth Chapel	0	0	0	\$0.00

**CAUSE OF FIRES – (1) Electrical**

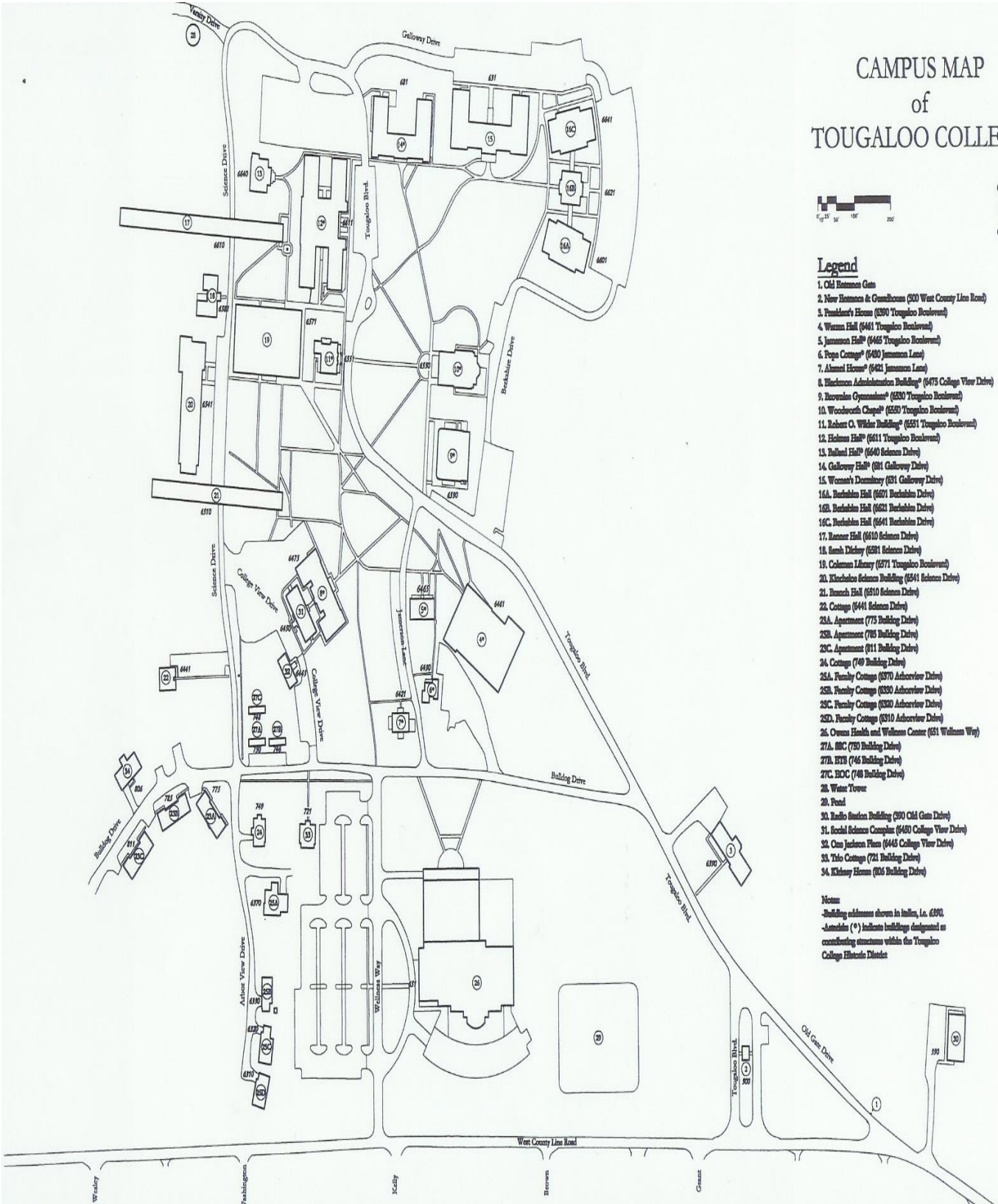
# CAMPUS MAP of TOUGALOO COLLEGE



## Legend

1. Old Hattieson Gate
2. New Hattieson & Greenhouse (500 West County Line Road)
3. Franklin's House (8390 Tougaloo Boulevard)
4. Wrenn Hall (6461 Tougaloo Boulevard)
5. Jamison Hall\* (6465 Tougaloo Boulevard)
6. Pope Cottage\* (6480 Jamison Lane)
7. Almond House\* (6481 Jamison Lane)
8. Hattieson Administration Building\* (6475 College View Drive)
9. Hattieson Gymnasium\* (6530 Tougaloo Boulevard)
10. Woodworth Chapel\* (6550 Tougaloo Boulevard)
11. Robert O. White Building\* (6551 Tougaloo Boulevard)
12. Echeam Hall\* (6611 Tougaloo Boulevard)
13. Halket Hall\* (6640 Science Drive)
14. Galloway Hall\* (681 Galloway Drive)
15. Wrenn's Dairyhouse (831 Galloway Drive)
- 16A. Bechtel Hall (6671 Bechtel Drive)
- 16B. Bechtel Hall (6621 Bechtel Drive)
- 16C. Bechtel Hall (6641 Bechtel Drive)
17. Renner Hall (6610 Science Drive)
18. Sarah Dickey (6581 Science Drive)
19. Calman Library (6571 Tougaloo Boulevard)
20. Kinchela Science Building (6541 Science Drive)
21. Branch Hall (6510 Science Drive)
22. Cottage (6441 Science Drive)
- 23A. Apartments (775 Building Drive)
- 23B. Apartments (785 Building Drive)
- 23C. Apartments (811 Building Drive)
24. Cottage (749 Building Drive)
- 25A. Family Cottage (8370 Ashcroft Drive)
- 25B. Family Cottage (8330 Ashcroft Drive)
- 25C. Family Cottage (8300 Ashcroft Drive)
- 25D. Family Cottage (8310 Ashcroft Drive)
26. Owen Health and Wellness Center (651 Williams Way)
- 27A. BIC (730 Building Drive)
- 27B. BIC (746 Building Drive)
- 27C. BIC (748 Building Drive)
28. Water Tower
29. Pond
30. Radio Station Building (890 Old Gate Drive)
31. Social Science Complex (6400 College View Drive)
32. Oren Jackson Plaza (6445 College View Drive)
33. Tito Cottage (721 Building Drive)
34. Kibbey House (806 Building Drive)

**Notes:**  
 -Building addresses shown in italics, i.e. 6390.  
 -Asterisks (\*) indicate buildings designated as contributing structures within the Tougaloo College Historic District.



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