

Alcorn State University

Annual Security and Fire Report

2017



In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the university is required to prepare, publish, distribute and give notification of this annual report concerning campus crime statistics and security policies.

This report contains crime statistics about specified crimes/incidents that have been reported to the Alcorn State University Police Department or local law enforcement over the past three years.

In addition, this report contains statistics about fires that have occurred on or near the campuses of Alcorn State University over the past three years.

Contents

INTRODUCTION.....	5
THE ALCORN STATE UNIVERSITY POLICE DEPARTMENT.....	7
ALCORN STATE UNIVERSITY: OVERVIEW – THREE CAMPUSES.....	8
1. REPORTING CRIMINAL ACTIVITY.....	9
1.1 Reporting Emergencies	
1.2 Reporting Non-Emergencies	
1.3 Confidential Reporting	
1.4 Limited Voluntary/Confidential Reporting	
1.5 Campus Security Authorities	
1.6 Disciplinary Referrals	
1.7 Police Daily Crime Log	
1.8 Timely Warnings	
1.9 Missing Persons	
2. CRIME PREVENTION	15
2.1 Police Patrol	
2.2 Escort Safety / Safe-Walking	
2.3 Anti-Hazing Policies	
2.4 Alcorn Substance Abuse Prevention Program	
2.5 Campus Safety/Education	
2.6 University Programs	
3. SEXUAL ASSAULT / HARASSMENT PREVENTION.....	23
3.1 If You Are A Victim - procedures	
3.2 After a Sexual Assault	
3.3 University Response	
3.4 Administrative/Judicial Considerations	
3.5 Title IX Involvement	
3.6 Sexual Assault Education/Prevention Programs	
3.7 Bystander Intervention	
3.8 Prevention Information	
3.9 Support Services	
4. REGISTERED SEX OFFENDER INFORMATION	37
(Location of Registered Sex Offender Information / Notification of Sex Offenders)	
5. EMERGENCY POLICIES.....	38
5.1 Emergency Notification	
5.2 Emergency Response and Evacuation Procedures	

6. SUBSTANCE ABUSE	43
(Policies on Alcoholic Beverages, Illegal Drugs and Drug/Alcohol Abuse Programs)	
7. CAMPUS FACILITIES ACCESS AND SECURITY.....	44
7.1 Access to and Security Considerations to Campus Facilities	
7.2 Residential Housing Access and Security	
8. HATE VIOLENCE	46
Reporting Hate Violence	
9. CRIME STATISTICS (3 years)	48
(Collection of crime statistics report)	
10.1 Reporting Locations - Definitions	
Crime Statistics – Table 1 – Alcorn State University – Main Campus	
Crime Statistics – Table 2 – Alcorn State University – Natchez Campus	
Crime Statistics – Table 3 – Alcorn State University – Vicksburg Campus	
9.1 Reporting Location- Definitions	
9.2 Crime Statistic Tables	
9.3 Unfounded Crimes	
10. FIRE REPORT	53
10.1 Prevention	
10.2 Fire Alert Guidelines	
10.3 Alarm Systems and Building Construction	
10.4 Fire Alert and Evacuation Procedures	
10.5 Student Safety - Housing Policies	
10.6 Student Housing Fire Systems	
10.7 Plans for Improving Fire Safety	
10.8 Fire Extinguishers	
10.9 Definitions	
11. ATTACHMENTS	62
<ul style="list-style-type: none"> • I. JEANNE CLERY ACT SUMMARY • II. CRIME DEFINITIONS • III. WEAPONS POLICY • IV. SMOKE-FREE CAMPUS POLICY • V. DRUG-FREE CAMPUS POLICY • VI. ALCOHOLIC & CONTROLLED SUBSTANCE POLICY • VII. CENTER OF SUBSTANCE ABUSE PROGRAM • VIII. MISSING STUDENT NOTIFICATION POLICY • IX. ACCESS TO AND SECURITY CONSIDERATION OF RESIDENTIAL FACILITIES • X. STUDENT ENGAGEMENT & OUTCOMES • XI. HELPFUL PHONE NUMBERS • XII. THE EMERGENCY MANAGEMENT TEAM • XIII. MECHANISM OF DISTRIBUTION 	

INTRODUCTION:

CLERY ACT COMPLIANCE

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Clery Act.

This law requires colleges and universities receiving federal funding to:

- Publish an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Make timely warnings to the campus community about crimes that pose a serious or ongoing threat.
- Keep a public crime log.
- Uphold basic rights to victims of sexual assault.
- Make accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Face possible fines from the U.S. Department of Education when schools fail to comply with the Clery Act.

The purpose of the Clery Act is to provide current and prospective students and employees with accurate, complete and timely information about campus safety so that they can make informed decisions about the university when the situation arises.

Clery Act compliance is an institutional responsibility and many of the programs and safety processes are collaborative effort from different sections of the university.

The Alcorn State University Police Department publishes the Annual Campus Security and Fire Safety Report in compliance with the Clery Act, and also offers it as a resource guide directing readers to campus safety and security services as well as providing crime prevention and personal safety guidance and strategies.

PREPARING/PUBLISHING/DISTRIBUTING THE ANNUAL REPORT:

Alcorn State University must prepare, publish and distribute an annual security and fire reported annually; and must submit statistical data from this annual security report to the Department of Education by October 1 of each year. The crimes/incidents in this report have occurred in one of four geographical locations: either on-campus property, in the residential facilities, in off-campus buildings (property owned or controlled by the university), or on public property adjacent to campus.

The statistics for this report are prepared in cooperation with the local law enforcement agencies which surround our main campus and our two other campuses.

Alcorn State University's policy for preparing the annual disclosure of campus crime statistics is the collection of data from our police reports. Our police reports are generated from our 3 campuses via campus security authorities CSAs, local law enforcement survey, and in-house police reports. In addition, we have made a good faith effort to gather crime statistics from surrounding law enforcement agencies in order to provide complete and accurate reporting. Confidential and voluntary reporting is also included (if applicable) in the statistics provided in the report (see sections 1.3, 1.4).

Our Main campus, Natchez campus and Vicksburg campus crime statistics are reported on tables 1, 2, & 3 in section 9 of this report.

This report encourages the reporting of all criminal occurrences and describes how and to whom to report these crimes.

This report also includes information and policy statements regarding campus security and safety, crime prevention and security awareness, fire safety, alcohol and substance abuse, sexual assault prevention, response and resources, procedures for reporting a crime, and emergency and evacuation policies and procedures, as well as other matters of importance to the campus community.

The 2016 Annual Campus Security and Fire Safety Report meets Clery Act federal requirements, as set forth by the Department of Education, including the Higher Education Opportunity Act of 2008, as related to the Jeanne Clery Act, and including amendments to the Clery Act under the Higher Education Act of 1965 and more recently, the Violence Against Women Reauthorization Act of 2013, for which Department of Education final regulations became effective July 1, 2015. Compliance with these provisions 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).

The Annual Campus Security and Fire Safety Report is published in hard copy as well as on the Alcorn State University (ASUPD) web site annually. This year's statistics are for Clery crimes and fire statistics that were reported in 2013, 2014 and 2015.

NOTIFICATION:

In addition, notification of this report is distributed to current students and employees by direct mail notification and website notification.

[See distribution mechanisms in Attachment IX.]

Copies of this report may be obtained by calling campus police department at 601-877-3000; requesting a copy in person from the Alcorn State University Police Department; or by visiting the Alcorn State University Police Department web page located at: www.alcorn.edu/police then clicking the *Annual Security Report* tab and downloading a copy.

The Fire Report follows in section 10.

Disclosure of Information Statement

Alcorn State University's security and safety policies, programs, and activities are posted on the university's website at www.alcorn.edu/police under their specific subjects; and are separated in the tabs on the right side of the page.

All of our security and safety policies are available in one report by accessing the Annual Security Report link on the police section of the university website.

THE ALCORN STATE UNIVERSITY POLICE DEPARTMENT

Enforcement Authority

The Alcorn State University Police Department is a fully commissioned police department. As a commissioned police department, we have all powers of arrest, the ability to act on probable cause, conduct search and seizures, and investigate criminal activity.

The commissioned police officers in the department are vested with full police authority. The ASUPD consists of sworn officers who are certified through the Mississippi Law Enforcement Officers Training Academy.

The ASUPD is responsible for enforcement of university rules and regulations as well as the laws of the state of Mississippi on Alcorn State University campus.

As a law enforcement agency, we have access to local, state and federal criminal history records and criminal intelligence.

The Alcorn State University Police Department has a cooperative and professional working relationship with all surrounding law enforcement agencies; therefore, we do not have any written memorandum of understanding.

The ASU Police Department is comprised of the following:

- Office of Chief of Police
- Certified (commissioned) Police Officers
- Non-Certified Officers
- Staff

Mission Statement

The mission of the university police is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation.

Uniformed Secondary Security Support

The Alcorn State University police department utilizes law enforcement officers from other jurisdictions to supplement the current police-staff during times when additional manpower for events (such as athletic games, graduations, concerts and so on.) or when emergency circumstances require it.

Non-Discrimination Statement

Alcorn State University's policies, programs, and activities comply with federal and state laws; and the university system policies prohibits discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity.

**ALCORN STATE UNIVERSITY:
OVERVIEW – THREE CAMPUSES**

- **Main Campus – Lorman, Mississippi**
- **Natchez Campus – Natchez, Mississippi**
- **Vicksburg Campus – Vicksburg, Mississippi**

This report is a combined security and fire report of all three campuses.

If the any information is this report is *not specified to apply* any particular campus, then it follows that all information throughout this report universally *applies to all three campuses*.

Students from all three campuses are provided with the same student handbook, university website access, university identification, and university policies and procedures.

The crime statistics for the all three campuses were compiled from reports from the Alcorn State Police Department in cross-reference with the Claiborne County Sheriff's Department, the Jefferson County Sheriff's Department; for the Natchez campus: the City of Natchez Police Department and the Adams County Sheriff's department; and for the Vicksburg campus statistics we solicited form the Warren County Sheriff's Department and the City of Vicksburg Police Department.

The Main Campus has an average semester enrollment between 3500 to 5000 students. Currently, over half the students are residential students. Founded in 1871, Alcorn was the nation's first state-supported institution for the higher education of African Americans. Presently, there are five schools which offer programs leading to an associate degree, baccalaureate degree, master's degree, and other specialized degrees.

The Natchez Campus has two colleges: a School of Nursing and a School of Business. Night classes are also offered in both schools. The Natchez campus has an average enrollment of 500 to 600 students who are primarily commuting from various counties. The campus security policies and procedures on the main campus apply to the Natchez campus.

The Vicksburg Campus is a newly renovated facility that is located in Pemberton Square Mall. The primary purpose of the Center is to substantially increase the number of students, residents, and organizations utilizing the facilities to meet the educational, professional, cultural, and continuing education goals that are aligned with the Mission of the University. The campus security policies and procedures on the main campus apply to the Vicksburg campus.

1.0 REPORTING CRIMINAL ACTIVITY

(Policies for Reporting Crimes and Emergencies) 34CFR 668.46(b) (2)

In keeping with federal guidelines, [it is the policy of Alcorn State University that] all incidents, crimes and emergencies reported to any campus official must be relayed to the university police, (professional and pastoral Counselors are exempted when acting in their official capacity). However, these counselors are encouraged to ask the victim to file a police report.

All employees, staff, faculty and students are to report all incidents, crimes and emergencies are be reported to a campus security authority or the university police department immediately in order for campus police to state the investigative process, to issue a timely warning if necessary and include them in the annual statistical disclosure.

In this report, there is a list of agencies to contact to report incidents, crimes, and emergencies.

All incident/police reports that apply are forwarded to the Disciplinary Committee for review and potential action by the Office of Student Affairs. When necessary, the Alcorn State University police investigators will investigate a report. Additional information obtained by the investigation will also be forwarded to the Office of Student Affairs.

Crimes resulting in arrest on the main campus are initially sent to the Claiborne County Sheriff's Department; on the Natchez campus, arrestees are initially sent to the Adams's County Sheriff's Department; and on the Vicksburg campus, arrestees are initially sent to the City of Vicksburg Police Department

All crimes should be reported to the University Police Department.

Crime and Incident Reporting Options

- By phone – dial 911 or extension 3000 or 601-877-3000 (main campus) / 4384 or 601-304-4384 (Natchez campus) / 911 if you are on the Vicksburg campus.
- By confidential reporting form online – ASU website (campus police section)
- By emergency phones around campus
- By email – police@alcorn.edu
- To a CSA – any university official, residential staff, coach, or faculty
- In person

Response to Reports of Crime

All incidents, crimes, and emergencies reported to the ASU police department are considered serious and are treated with the appropriate concern and attention toward solving the crime and making an arrest if necessary. An officer will work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation. The complainant will be notified in a timely manner of the results of the investigation.

All applicable incident/police reports are forwarded to the university's Disciplinary Committee for review and potential action by the Office of Student Affairs. Crimes resulting in arrest are processed through Claiborne County judicial system.

1.1 Reporting Emergencies

[Main Campus] Police, fire and medical emergencies should be reported by calling the Alcorn State University Police Department at ext. 3000 on the campus telephone system or dialing (601) 877-3000.

If you dial 911, the 911 operator may redirect your call information to the ASU police or ASU fire department as first responders. The police or fire department will dispatch and deploy all needed units to the scene as quickly and safely as possible. Additional law enforcement or fire/EMS units may be called from neighboring counties.

[Natchez Campus] Police, fire and medical emergencies should be reported by calling the Alcorn State University Police Department at ext. 4384 on the campus telephones system or dialing (601) 304-4384. If you dial 911, the 911 operator may redirect your call information to the ASU police department as first responders until the Adams County Sheriff or City of Natchez Fire Department dispatch and deploy all needed units to the scene.

[Vicksburg Campus] Police, fire and medical emergencies should be reported by calling the City of Vicksburg Police Department at (601) 636-2511 or 911. The Vicksburg fire department number is (601) 634-2977.

How to report an emergency...

Remain calm, do not panic.

Contact 911 or Campus Police

Give your name, telephone number and location

Give: clear and accurate information

DON'T HANG UP! Wait and follow the instructions of the dispatcher

The Alcorn State University Police Department is on duty on the Main campus and Natchez campus and is available to assist you 24 hours a day, each day of the year.

We also encourage you to put your campus police department phone number on speed dialing in your cellular phone. Feel free to report any suspicious activity as well as if you have witnessed or have pertinent knowledge of a crime.

Below is a table of local law enforcement and fire department emergency numbers:

*Claiborne County is the county where the main campus is located.

Police/Fire/Emergency Ambulance 9-1-1	911
*Campus Police & Fire Departments - Main Campus	601 877-3000 / Ext. 3000
*Claiborne County Sheriff's Police Department	601-437-5161
*Claiborne County Fire Police Department	601-437-8263
Natchez / Adams County Sheriff's Police Department	601-445-0906
Natchez / Adams County Fire Police Department	601-442-3684
City of Vicksburg Police Department	601-636-2511
City of Vicksburg Fire Department	601-631-2977
Warren County Sheriff's Department	601-636-1761

1.2 Reporting Non- Emergencies

Any member of the university community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the University Police immediately.

On the Main Campus, the numbers are: 601-877-3000 and at ext. 3000.

On the Natchez Campus, the numbers are: 601-304-4384 and at ext. 4384.

On the Vicksburg Campus, the police numbers are: 601-636-2511 or 911.

1.3 Confidential Reporting

The Alcorn State Police Department recognizes that there may be students and staff that may be hesitant about reporting crimes to the police; therefore, we have provided a confidential crime reporting form on the campus website at www.alcorn.edu/police.

Simply click the “*Inform the Police*” tab; then click on the “*Confidential Crime Reporting Form*” link; type your information in the box and click submit. **You do not have to provide your name or email when you submit this form.** Your information may lead to the arrest of a violator which will also be used in our annual crime report statistics.

Another purpose of this confidential reporting tool is to comply with your wish to keep your involvement in the matter confidential. With such information, the university can keep an accurate record of the number of incidents or crimes on campus, determine if there is a pattern of crime, and also alert the campus community to any potential danger.

1.4 Limited Voluntary/Confidential Reporting

Police reports are public records under state law; however, the police department can hold certain aspects of the report of a crime in confidence until the investigation of such report is concluded. Reports of crimes under investigation cannot be included in the annual disclosure of crime statistics.

Professional and pastoral counselors are exempt from reporting requirements. However, Alcorn State University encourages pastoral, professional, and mental health counselors as well as clergy to inform those they counsel of the procedures for reporting crimes on a voluntary basis. These inclusions will add to the crime statistics as well as expedite due process. The Alcorn State University Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the campus police.

1.5 Campus Security Authorities

Since Alcorn State University has a fully staffed commissioned police force, criminal incident reports go directly to the police department. The Clery Act mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as a CSA is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police; but may be more inclined to report incidents to other campus-affiliated individuals. Therefore, CSAs are involved.

A Campus Security Authority, CSA can include: those responsible for monitoring entrance into school property, athletic personnel, any official of the school who has significant responsibility for students and campus activities including, but not limited to, student housing, student discipline, and campus outreach programs. A member of the campus law enforcement is also considered a CSA.

Although we encourage the reporting of campus criminal activity directly to the Alcorn State Police Department, in some instances members of the campus community may choose to file a report with one of the other campus

security authorities. To assist our CSAs, we have made an online available which email the report directly to the police department. The CSA's primary responsibility is to report allegations made in good faith and should immediately relay the report to the university police.

There have also been cases where on-campus resident students have submitted reports to their dormitory staff who in turn, have submitted the reports to the campus police.

1.6 Staff and Faculty Disciplinary Referrals

When there is evidence that a student or staff member has committed a crime on campus, disciplinary action at the university level may proceed whether or not criminal charges involving the same incident have been adjudicated or are pending. All criminal cases involving students and staff are referred by the university police department to the university's Office of Judicial Affairs or to Human Resources.

For more information, see the Alcorn State University Handbook (Disciplinary Procedures).

1.7 Police Daily Crime Log

A daily log of all criminal offenses and incidents reported on the campus is maintained by the university police department; and is available for public inspection between the hours of 8 a.m. and 4 p.m. on Monday through Friday, excluding holidays and when the university is closed.

Log entries are recorded within 24 hours after the information has become available to the police department or after the report has been finalized. This information may also be obtained by accessing the University Police web site at www.alcorn.edu (go to crime/incident log tab).

The police department may withhold information from the daily crime log if the release of such information would jeopardize an on-going criminal investigation, the safety of an individual, cause a suspect to evade detection, flee, and/or result in the destruction of evidence.

If any new information about an entry into a log becomes available, the new information will be recorded in the log not later than two business days after the information becomes available.

Crime log information dating back more than the current year, will be made available for inspection within two business days of a request.

1.8 Timely Warnings

Timely warnings are given to provide students, faculty and staff "timely notification" of crimes that may present an ongoing threat to the campus community.

It is the policy of Alcorn State University that the circumstances in which a timely warning will be issued in the event a situation arises, either on or off campus; is in the judgment of the Chief of Police, to determine if the situation constitutes an ongoing or continuing threat. The Chief of Police/designee will then determine if a timely warning will be issued and distributed.

Thereafter, the process begins and a campus-wide timely warning will be issued. The warning will be issued and distributed through the university e-mail system and cell phones to students, faculty and staff. The university community will be notified through the Connect-Ed system, the "Big Voice" system, the campus radio and television stations, and the campus student newspaper. The posting of printed material around campus may also be utilized.

In accordance with the published guidelines used to interpret 34 CFR 668(e), the decision to issue a timely warning is made on a case-by-case basis in light of all facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts.

Neither the Clery Act nor the Department of Education defines "timely". The Department of Education has stated that the warning should be issued as soon as the pertinent information is available.

Alcorn State University will issue timely warnings without delay once reported information has been verified and the determination is made that an immediate threat to the community is evident.

Depending on the particular circumstances of the crime or event, especially in all situations that could pose an immediate threat to the community and individuals, the police department will post additional information as it becomes available along with updated notifications.

(See Emergency Notifications – section 5.2)

Timely warnings for situations that are criminal in nature and involve victim(s), the victims' confidentiality will be preserved. The law dictates that the university has a procedure to ensure that such victim's confidentiality will be preserved in the aftermath of public disclosure.

Timely warnings for situations that are not criminal in nature such as natural disasters, will also be handled by the university's emergency management team. (See Attachment IX for team details). Anyone with information warranting a timely warning should report the circumstances to the university police department by phone or in person at the university police station.

On the Main Campus, the numbers are: 601-877-3000 and at ext. 3000.

On the Natchez Campus, the numbers are: 601-304-4384 and at ext. 4384.

On the Vicksburg Campus, the police numbers are: 601-636-2511 or 911

1.9 Missing Persons

If there is reason to believe that a student, employee or visitor is missing from the campus, the Alcorn State University police department must be notified.

According to state law, there is a 24 hour waiting period to declare an adult (over 18 years old) missing. If a child (under 18 years) old is missing or believed to be in danger, there is not a 24-hour waiting period.

Alcorn's missing person procedure also includes all students who live off campus.

Missing Persons Procedure - Upon determination of a missing person, adult or minor, the university police department will generate a missing person report and initiate an investigation.

If the missing person is an adult over the age of 18, and has been missing for more than 24 hours, the Alcorn State University police department will notify the missing person's emergency contacts, law enforcement agencies in surrounding counties and in the jurisdiction where the student or employee originally resided, unless that jurisdiction made the missing person report. Adult missing person emergency contact(s) will be contacted no later than 24 hours after he or she is determined missing.

If the missing person is a minor under the age of 18, and is not emancipated, the student's legal parents or guardian, or emergency contact will be contacted immediately after there is reason to believe that the minor is missing.

All missing person information will be entered on the NCIC (National Crime Information Center) system and that information will become nationwide. In the cases involving minors, there will be not be a 24 hour wait; and the information will be entered immediately into the NCIC system after there is reason to believe that the minor is missing.

Students and employees have provided emergency contact information upon entering the university. This information is confidential; and can only be accessed by authorized campus officials. This information will only be disclosed to law enforcement agencies to assist in an investigation. Students and employees have the right to change their emergency contact information at any time.

To assist with the investigation, the university radio station, television station, Connect-Ed system, emails and university website may be used to disseminate information regarding the missing person.

See policy statement – Attachment VIII

2.0 CRIME PREVENTION

The University Police Department, working in cooperation with other university departments, has developed a very active and comprehensive program with the objective of preventing crime through awareness and participation of the university community.

While the Alcorn State University Police Department may offer advice and assistance regarding campus security and safety, each individual has the primary responsibility for his/her own safety.

2.1 Police Patrol

A patrol officer's duties include protecting life and property, prevention of crime and keeping the peace. Patrol officers may also be called upon for traffic duty, an investigation, and/or apprehending a suspect. Please keep in mind that the police officer, by asking detailed questions, is attempting to solve a crime or apprehend a suspect, or simply make an accurate report. Weather-permitting, an officer may patrol on foot.

Each member of the university community is asked to be observant and to pay attention to descriptions of persons, including clothing worn, vehicles, and license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office, or work area should be reported to university police immediately.

On the Main Campus, the numbers are: 601-877-3000 and at ext. 3000.

On the Natchez Campus, the numbers are: 601-304-4384 and at ext. 4384.

On the Vicksburg Campus, the police numbers are: 601-636-2511 or 911

2.2 Escort Safety

The police department will provide an escort service during the hours of darkness while school is in session. The service is offered to students and staff that may be facing a walk in the dark. Please contact campus police.

2.3 Anti-Hazing Policy, Procedure & Penalties

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility and respect for human dignity. Hazing is unproductive and is a behavior that is a violation of university policy as well as against the law.

Therefore, Alcorn State University's Office of Student Services has a "zero tolerance" policy with regard to hazing. In addition, all organizations, including Greek organizations that have pledge practices are required to attend an Anti-Hazing workshop conduct by the Office of Student Services. Any organization that does not attend the workshop with all of its student members will not be allowed to have a pledge class. Additionally, all students who intend to pledge must attend the workshop in order to be allowed to participate and join the organization.

2.4 Alcorn Substance Abuse Prevention Program (ASAPP)

(As required under 120(a) – (d) of the HEA)

The ASAP program uses several strategies as required by the Center of Substance Abuse Prevention (CSAP) in delivery of Prevention Services.

- Information Dissemination (Brochures & Flyers)
- Affective Education Programs
- Alternative
- Programs Problem/Identification & Referral
- Community-based process (Community Development)
- Environmental Programs

The program is ultimately designed to deter the onset of problematic behavior, including ATOD use and abuse. ASAPP provides outreach to students (college and adult) through classroom settings, educational-informative programs, including classroom instruction, health fairs, seminars; distribution of literature on ATOD and decision-making skills.

Drug and Alcohol Abuse Prevention

Preventing drug abuse and excessive alcohol use improves quality of life, academic performance and workplace productivity; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. Excessive alcohol use includes binge drinking (five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the-counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior.

Crime Prevention and Security Awareness Programs - 34CFR 668.46(b) (6)

The mission of the university police is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation.

The goal of crime prevention and security awareness programs is to eliminate or minimize criminal opportunities whenever possible and to encourage students, faculty and staff to be responsible for both their own safety and the safety of others. Crime prevention programs are designed to inform students and employees about the prevention of crime.

Security Awareness Programs are designed to inform students and employees about campus security procedures and practices. Secondly, we want to encourage students and employees to be responsible for their own security and that of others. We also want to increase our audience knowledge with shared information and resources to prevent violence, promote safety and reduce perpetration.

Crime prevention programs are listed in detail in section 2.5 of this report.

2.5 Clery Act Preventions Programs

Alcorn State University offers a variety of programs presented from a variety of groups and organizations on campus. Although the Clery Act programs are an “institutional responsibility,” it is noteworthy that some of the student groups on campus present programs on the same subject matter as Clery Act programs and VAWA programs.

Statement of Programs:

All Alcorn State University programs that address security awareness, crime prevention, sexual assault awareness and prevention, dating violence, domestic violence and stalking are discussion-oriented programs that are led by presenter(s) with knowledge of the subject-matter. Each program’s is given with the intent to achieve its stated subject matter and goals for retention.

Followed is detailed list of our programs.

Under the categories and below are the departments who present the corresponding programs.

(Details in section 2.6)

Awareness Programs

- New Student Orientation
- Resident Halls Programs
- Police Sessions
- Campus Organizations

Awareness programs are defined as *community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration.*

Primary Prevention Programs

- Counselling Center Outreach
- Student Affairs Substance Abuse Program

Primary prevention programs are defined as *programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.*

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking

- Counselling Center Outreach
- Title IX Programs

Programs to prevent dating violence, domestic violence, sexual assault and stalking are defined as *comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research or assessed for value, effectiveness or outcome, and consider environmental risk and protective factors as they occur on the*

individual, relationship, institutional, community, and societal levels. Alcorn State University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined by the Clery Act.

On-Going Prevention Programs / Awareness Campaigns

Counselling Center Outreach

Student Affairs Substance Abuse Program

Title IX Programs

Our programs are administered one of four ways or a combination of the four:

1. Moderator - discussion.
2. Power Point Presentation.
3. Professional Guest Speaker - Question/Answer.
4. Group – discussion.

ASU programs include talking about the dangers of abuse, the definition of abuse, signs of abuse, method of self-correction (if possible), and avenues of professional help.

****Alcorn State University does not have any non-campus location where we monitor the activity of students, student organizations or programs. We do not have any non-campus housing facilities to date.**

2.6 University Programs:

New-Student Orientation (University College) - At the beginning of every semester, the Alcorn State University Chief of Police addresses new students about the police department, its policies, procedures, campus safety, parking, community policing, the police section of the website, university conduct, as well as security awareness.

Audience(s): Students.

Frequency: at the first of each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Domestic Violence Awareness and Prevention Program – [subject-based discussion] The ASU Counselling Center Outreach is the university's primary facilitator of awareness and prevention programs. The Counselling Center is a department under the university's Office of Student Affairs. The Counselling Center conveniently offers programs on the same subject matters that they may counsel students and employees about; and this strengthens the knowledge-application process.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Police/Fire/EMS Collaboration Programs – The Alcorn Safety Center not only houses our police department, it also houses the Fire/EMS department. Both the Police and Fire/EMS Departments collaborate with the housing department to keep students and staff aware of the police, safety measures, fire drills, fire codes, what-to-do medical tips as well other Clery and VAWA mandated programs.

Audience(s): Students and employees

Frequency: 1-2 times each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Sexual Assault Awareness Programs – [subject-based discussion] - The ASU Counselling Center Outreach is the university's primary facilitator of awareness and prevention programs. The Counselling Center is a department under ASU's Office of Student Affairs. The Counselling Center conveniently offers programs on the same subject matters that they counsel students and employees about; and this strengthens the knowledge-application process.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Alcorn Substance Abuse Prevention Program (ASAPP) – The program is ultimately designed to deter the onset of problematic behavior, including ATOD use and abuse. ASAPP provides outreach to students (college and adult) through classroom settings, educational-informative programs, including classroom instruction, health fairs, seminars; distribution of literature on ATOD and decision-making skills.

Audience(s): Students and employees

Frequency: continuous

Method: In-person discussion and display.

Type: Awareness and Prevention

Resident Halls Programs (monthly) – Resident halls directors and resident assistants are required to present "student-help" programs. Rape Aggression Defense tips have also been the topic of some of these programs. These programs include Clery and VAWA mandated programs along with student-life skills, how-to discussions, and other awareness topics.

Audience(s): Students

Frequency: monthly

Method: In-person discussion and display.

Type: Awareness and Prevention

Counselling Center Outreach – The ASU counselling center which also counsels students and employees with needs and/or are victims, they also pass out literature and answers question about alcohol and tobacco use and abuse, drug abuse, sexual assault prevention, stress, suicide and any other social ills. These campaigns are usually done in the dining hall, a high-traffic area.

Audience(s): Students and employees

Frequency: sometimes weekly- at least monthly.

Method: In-person discussion and display.

Type: Awareness and Prevention

The Dangers of Synthetic Drugs Program – [subject-based discussion] - The ASU Counselling Center Outreach is the university's primary facilitator of awareness and prevention programs. The Counselling Center is a department under ASU's Office of Student Affairs. The Counselling Center conveniently offers programs on the same subject matters that they counsel students and employee about; and this strengthens the knowledge-application process.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

TIPS – Training for Intervention Procedures – is a training program geared toward the campus, organizations, departments, students and staff. This 2.5 hour course focuses on intervention methods of detecting situations before they escalate; as well as *recognizing signs* of substance use, abuse, excess, dangerous and abusive behavior, and preemptive measures.

Audience(s): Students and employees

Frequency once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Student -Leadership Roundtable (monthly) – The Student Leadership Roundtable is designed for students to share classroom successes, co-curricular experiences and ideas, to discuss issues concerning campus life, and to dialogue with guest lecturers on a variety of issues, topics, and events relative to campus life with the primary emphasis on leadership.

Audience(s): Students

Frequency: 2-3times each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Partnering with the Mississippi Coalition of Partners in Prevention – all the colleges/universities in Mississippi have been asked to participate in a social media campaign with MCPP. Messages of prevention will be echoed throughout the participating campuses across the state. Alcorn State University will also be engaged in the Facebook and Twitter campaigns.

Audience(s): Students and employees

Frequency: continuous.

Method: In-person discussion and display.

Type: Awareness and Prevention

Sexual Assault Program “No Means No” – [subject-based discussion] - The ASU Title IX programs include information for students and employees to arm themselves with information that will not only make them aware of potentially dangerous situations but also avoid possibly prevention bad situations.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Project Alert – is an Alcorn State University Outreach Program: Project ALERT is a school-based prevention program for middle or junior high, and high school students that focuses on alcohol, tobacco, and marijuana use. It seeks to prevent adolescent non-users from experimenting with these drugs, and to prevent youths who are already experimenting from becoming more regular users or abusers. Based on the social influence model of prevention, the program is designed to help motivate young people to avoid using drugs and to teach them the skills they need to understand and resist “pro-drug” social influences. The target audience are future student who may attend Alcorn State University in the future.

Audience(s): Students

Frequency: 1-2 times each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Alcohol Awareness Program – [subject-based discussion] - The ASU Counselling Center Outreach is the university’s primary facilitator of awareness and prevention programs. The Counselling Center is a department under ASU’s Office of Student Affairs. The Counselling Center conveniently offers programs on the same subject matters that they counsel students and employee about; and this strengthens the knowledge-application process.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Tobacco Awareness Program – [subject-based discussion] - The ASU Counselling Center Outreach is the university’s primary facilitator of awareness and prevention programs. The Counselling Center is a department under ASU’s Office of Student Affairs. The Counselling Center conveniently offers programs on the same subject matters that they counsel students and employee about; and this strengthens the knowledge-application process.

Audience(s): Students and employees

Frequency: once each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

Dissemination of Information on campus - different departments and organizations on campus are involved in distributing information by postings, handouts, or setting up tables in busy areas such as the dining hall. There is an ongoing effort by the Office of Student Affairs to secure the participation of campus organizations, the fraternities, sororities, and the athletic departments with these efforts.

The Counselling Center disseminates information in the dining hall at least once per week.

The information is presented **in conjunction with national campaign weeks or months**; but will also include Clery Act and VAWA program information as well.

Audience(s): Students and employees

Frequency: continuous each semester.

Method: In-person discussion and display.

Type: Awareness and Prevention

ASU Website / Police section / Title IX section / Student Affairs section – The ASU website has a lot of information dealing with security and security tips, safety tips and procedures, confidential reporting forms for reporting all crimes and incidents in addition to the “Clery crimes.”

The Title IX section of the website explains the sexual misconduct policy, student and employee options for reporting harassment and other misconduct.

The Student Affairs section details our drug abuse policies, our substance abuse prevention programs, student engagement, and counselling and testing for both students and employees.

Crime Prevention and Security Awareness is also available on the **police website @ www.alcorn.edu/police**. .

Crime Prevention and Security Awareness Training falls under the purview of the Vice President of Student Affairs. Student Affairs has taken a proactive role in obtaining the proper staff training and necessary training materials to comply with the current and on-going demands on the university’s compliance requirements as it relates to Clery, VAWA, Title IX, and the Campus SaVE Act additions.

3.0 SEXUAL ASSAULT AND HARASSMENT PREVENTION (Campus Sexual Assault Policy/Programs) 34CFR 668.46(b) (11)

Alcorn State University is committed to creating a safe and secure campus environment that is free from acts of intimidation, sexual assault or hate violence. All reports of sexual assault will be thoroughly investigated by the university police; and arrests will be made when appropriate.

If necessary, the results of the investigation will be submitted to the Claiborne County District Attorney's Office for evaluation for criminal prosecution. If requested, assistance will be provided in changing academic and living situations of victims of sexual assaults.

The State of Mississippi defines Sexual Assault as Sexual Battery:

Sexual Battery - SEC. 97-3-95 of the Mississippi Penal Code:

(1) A person is guilty of sexual battery if he or she engages in sexual penetration with:

- (a) Another person without his or her consent;
- (b) A mentally defective, mentally incapacitated or physically helpless person; or
- (c) A child under the age of fourteen (14) years.

(2) A person is guilty of sexual battery if he or she engages in sexual penetration with a child of fourteen (14) but less than eighteen (18) years if the person is in a position of trust or authority over the child including without limitation the child's teacher, counselor, physician, psychiatrist, psychologist, minister, priest, physical therapist, chiropractor, legal guardian, parent, stepparent, aunt, uncle, scout leader or coach.

Mississippi and federal law encompasses these offenses under at least the following titles: rape, statutory rape, sexual battery, and fondling.

The 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 university regulations and disciplinary procedures.

Alcorn State University's sexual assault awareness and programs:

Alcorn State University / Sexual Assault Education/Prevention Programs (see section 3.6 below)

Sexual Assault Case Procedures (what to do following an assault or incident)

Persons who have been sexually assaulted or who have been the victim of any type of sex offense should *immediately report the incident to:*

On the Main campus: the Alcorn State University Police Department

By dialing campus ext. 3000 or 601-877-3000 or 911.

On the Natchez campus dial 911 or campus police at ext. 4384 or 601-304-4384.

On the Vicksburg campus dial 911 or City of Vicksburg police at 601-636-2511.

In keeping with federal guidelines, **[it is the policy of Alcorn State University that]** all crimes involving Alcorn students, staff or faculty and all crimes reported to any campus official must be relayed to the university police.

If a crime of sexual assault occurs and is reported to a CSA, the CSA will notify the victim as to his or her right to decline to notify law enforcement. Conversely, if the victim wants to report the crime, the CSA will assist the victim with notifying law enforcement as well as advocates and other necessary services.

3.1 Procedures to follow: if you are a victim of a sexual assault, the following is strongly suggested:

- Get to a safe place.
 - Call the police immediately: 911 and
1. Seek medical attention immediately: You may not be sure about prosecution; but you might want to later. You are encouraged to *immediately* obtain a medical evidentiary examination and file a police report. You always have the right to change your mind and not to pursue a criminal complaint.
 2. You can also call the **Rape Crisis 24- hour Hotline 1- 888-721-5460**. Their advocates will provide you with some options you may desire and you will not have to give your name.
 3. Do not bathe, shower, douche, change your clothes or change anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing, objects and DNA evidence at the scene of the crime.
 4. You have the right to or not to make a report to the police; however, you are still encouraged to seek professional and medical attention and advice. It is important not to forget the possibility of sexually transmitted diseases, pregnancy or other medical concerns. Additionally, if a rape kit is done, that evidence is available when and if you decide to pursue legal action.

3.2 After a Sexual Assault – Preservation of Physical Evidence:

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time-sensitive nature regarding the preservation and collection of such evidence, it is essential that the police department be contacted as soon as possible.

Due to the sophisticated investigative resources required to investigate certain sex crimes, the Alcorn State University Police Department has entered into an agreement with the other state law enforcement agencies to assist with investigation if necessary.

The Alcorn State University Police will also assign an investigator to facilitate internal university incident management and internal judicial protocols.

In the event of a sexual assault, the victim can/will receive immediate medical attention and the collection of physical evidence will be a major concern along with the well-being of the victim. The victim will be given the option to speak to a nurse or doctor, a counselor, legal advisor, and relatives.

Alcorn State University does not perform the physical evidence examination in the campus infirmary upon the advice of our attending physician. If a sexual assault occurs on campus, the victim is taken to the nearest hospital of choice, where they are examined. An ASU police officer will collect the physical evidence and take it to the crime lab in Jackson, Mississippi. The crime lab will email the results-report to the university police investigator.

3.3 University Response

All Alcorn State University personnel, if confronted with *sexual assault* incidents, will help the students if contacted. They will assist in notifying the appropriate parties including: law enforcement, counseling, mental health personnel, legal counseling, and relatives. If transportation is needed, it will be provided.

Protective measures will include: the assistance in changing the academic and living situations of the victim after an alleged sexual assault incident if requested by the victim; and *an accommodation is reasonably available*.

Protective measures can also include: university counseling, an outside sexual assault victims advocate, an outside mental health counselor, *no contact* orders, change of class scheduling if possible, along with the changing of living conditions if requested.

Confidentiality

The university will protect the confidentiality of victims/survivors of sexual assaults, dating violence, domestic violence and stalking in accordance with federal and state laws. The confidentiality of students is also protected by FERPA (Family Educational Rights and Privacy Act), which means that the institution cannot disclose confidential information outside of an educational *need to know basis* without the written consent of the victim/survivor.

The university will provide written notification to victims of sexual assault, dating violence, domestic violence and stalking about victims' rights and options, how to report and existing campus and community resources. All public record-keeping, crime reporting, timely warning, daily logs will not identify victims.

The university will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin will be notified.

3.4 Administrative/Judicial Considerations & Disciplinary Action

Any and all disciplinary proceedings will include a prompt and impartial process from the initial investigation to the final result. The officials over the proceedings have received annual training on the issues related to dating violence, domestic violence, sexual assault and stalking along with the dynamics of protecting the rights and safety of the victims.

During any campus disciplinary proceeding in a case of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. This does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C 1232g).¹

Disciplinary hearings are conducted uniformly for all types of cases. However, in cases that involve Title IX violations, the Title IX Coordinator's investigation and process may become involved.

The university's disciplinary process is consistent with the institution's policies and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding. Both parties are notified in writing of their rights, the process and procedure of the hearing and what is allowed. Additionally, the accuser and the accused shall be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding.

The proceedings are conducted by officials who receive annual training on the issues and issues related to dating violence, domestic violence, sexual assault, and stalking. The training should include how to conduct an investigation and hearing process that protects the safety of victim and promotes accountability. The hearing process further involves both parties presenting their case to a committee that is composed of faculty and staff. The **standard of evidence** will be the preponderance of evidence presented to the committee. Sanctions for offenses are listed and defined in the student handbook.

Following the university's final determination from an on-campus disciplinary proceeding for an alleged sex offense, there will be sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible). Disciplinary action may include censure, social probation, and cancellation of the residence contract, suspension or expulsion from the university. The disciplinary board's determination is only the university's determination; and the alleged suspect can still face criminal prosecution.

Protective measures will include: the assistance in changing the academic and living situations of the victim after an alleged sexual assault incident if requested by the victim; and *an accommodation is reasonably available*. In cases where it remains possible that the defendant and the victim are still on campus, a no-contact directive is issued and enforced. The university strictly adheres to the FERPA Act in all matters where it is pertinent.

Counseling, mental health, and other services are available, both on campus and in the surrounding community, for victims of sexual assault.

- The accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

Upon request, the university will disclose the results of a disciplinary proceeding for a violent crime of non-forcible sex offense (incest or statutory rape) to the victim of such crime or offense or the next of kin, if the victim is deceased.

How to file and disciplinary complaint: Disciplinary complaints are generated from police incident reports. An incident report is processed from the police going to the scene of an infraction or a complainant coming to the police station and filing a report. The incident may turn into a police case and is thereupon sent to the disciplinary board for review. Some incidents turn into criminal cases that are sent to the county prosecutor as well. The Disciplinary Board meets weekly if necessary. The disciplinary proceeding are meetings to adjudicate incidents or cases brought to the board. The result is the determination of the board following the proceedings.

3.5 Title IX Involvement – Procedure

After receiving notice of any allegations of sexual misconduct, the Title IX coordinator or her designee (“Title IX officer”) will schedule a meeting with the complainant in order to provide the complainant a general understanding of the Title IX policy, advise the individual of his/her rights, and to identify forms of support or immediate intervention available to the complainant. At the initial meeting, the Title IX officer and the complainant will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue informal resolution, a criminal resolution or whether the complainant wishes to pursue a resolution at all. If appropriate, the Title IX officer will schedule a meeting with the accused in order to provide to him or her with a general overview of this policy. She may advise the individual of his/her rights; and identify forms of support or immediate intervention available to him or her. In all complaints of alleged sexual misconduct, the University will undertake an investigation, if appropriate, and take prompt action aimed at supporting and protecting the complainant, including taking appropriate interim action before the final outcome of the investigation and hearing, if any. This may include a “no contact” order or any further protective action the University deems appropriate such as a housing reassignment or a class reassignment. Violation of the University’s interim protective actions by any student will constitute offenses that may lead to disciplinary action.

Student Conduct Procedures - Title IX

I. PREPONDERANCE OF THE EVIDENCE

Just enough testimony and information to make it more likely than not that the fact sought to be proven is true. This preponderance is based on the more convincing information and its probable truth or accuracy, and not on the amount of information.

II. CONDUCT/INVESTIGATION PROCESS

Any person may file a complaint against a student for violations of the Standards of Conduct, including violations of the Sexual Harassment Policy. This procedure applies to any allegation of sexual harassment, sexual assault, sexual misconduct, sexual exploitation, and/or sexual exposure by a student, regardless of where the alleged violation occurred. For the purpose of this procedure, the Respondent must have been registered or enrolled at the University at the time of the alleged violation (including during an academic recess), and at the time that the complaint is made to the University.

Title IX Incident Form – an incident form can be filed from the university website by going to the *Office of Educational Equity and Inclusion tab*; then by clicking the *Title IX / Sexual Misconduct tab*; and then click the *Incident Report Form tab*.

Where to File a Complaint

- Complaints about Student Conduct: All complaints alleging sexual harassment or retaliation committed by students should be submitted to the Office of Educational Equity and Diversity/Title IX
- Complaints about Employee or Third Party Conduct: All complaints alleging sexual harassment or retaliation committed by employees and/or third parties should be submitted to:

LLJuna Grennell-Weir
Director of Educational Equity and Inclusion/Title IX Coordinator
1000 ASU Drive #509A
Lorman, MS 39096-7500

Phone: 601.877.6700
Email: weir@alcorn.edu

VAWA- Violence against Women Act

The Violence against Women Act was developed and passed as a result of extensive grassroots efforts in the late 1980s and early 1990s, with advocates and professionals from the battered women's movement, sexual assault advocates, victim services field, law enforcement agencies, prosecutors' offices, and the courts urging Congress to adopt significant legislation to address domestic and sexual violence.

Since its original passage in 1994, VAWA's focus has expanded from domestic violence and sexual assault to also include dating violence and stalking.

One of the greatest successes of VAWA is its emphasis on a coordinated community response to domestic violence, sex dating violence, sexual assault, and stalking; courts, law enforcement, prosecutors, and victim services currently work together in a coordinated effort that had not before existed on the state and local levels.

Definitions:

Dating Violence - means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

It is the university's position that such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

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

Domestic Violence - includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse or intima, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

It is the university's position that such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

Domestic Violence is defined as *a felony or misdemeanor crime of violence committed*

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

Stalking - means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

It is the university's position that such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

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

Sexual Assault - The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited.

It is the university's position that such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated.

Programs must include discussion about *consent*:

Consent occurs when individuals willingly, unambiguously, and knowingly agree to engage in sexual activity in a clear and affirmatively communicated way, understood by all of the parties involved. **Consent** is active, not passive. Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly. **Consent** can be given by words or actions as long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity.

It is important to remember:

- **Consent** to one sexual act does not constitute or imply consent to another act.
- **Previous consent** cannot imply consent to future sexual acts
- **Consent** is always required and cannot be assumed based on the parties' relationship status or sexual history together
- **Consent** can be withdrawn at any time before or during sexual activity by either party

3.7 BYSTANDER INTERVENTION:

Programs must include discussion about *bystander intervention*.

Who Is A Bystander? – Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”

What Is Bystander Intervention? - Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Bystander intervention doesn't have to jeopardize the safety of the bystander.

Bystander intervention includes:

*Recognizing situations of potential harm

*Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers, Intervening, identifying safe and effective intervention options and taking actions to intervene.

Bystander intervention and “bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual roles that they can use in preventing sexual violence, including naming and stopping situations that could lead to sexual violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. It also gives individuals the skills to be an effective and supportive ally to survivors after an assault has taken place.”

Safe and Positive Options or Bystanders / Risk Reduction

Please remember that your safety is of the utmost importance. If you feel a situation may threaten physical harm to yourself or another student, ask others for help.

1. **Direct:** Step in and address the situation directly. One might say, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.
2. **Distract:** Distract either person in the situation to intervene. One might say, "Hey, aren't you in my class?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.
3. **Delegate:** Find others who can help you to intervene in the situation. One might ask a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk.
4. **Delay:** For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, one may ask: "Are you okay?" or "How can I help you get out of this situation?" or "Do you need help?"

Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear. Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual behavior.

3.8 PREVENTION INFORMATION:

Rape on College Campuses: Information for Prevention

Statistics indicate that if you have never been personally involved in a sexually violent situation, there's a good chance you know someone who has been involved in one. The following information will address the subjects of types of rape, date drugs, dater rights, and myths about rape. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence. The more knowledge we have, the better equipped we are to respond correctly and avoid any "risky" situation that may arise.

TWO TYPES OF RAPE:

1. **Acquaintance Rape** - rape by someone the victim knows. (This type of rape occurs most often.) Rapists aren't always strangers, when someone you know- a date, steady boyfriend, or a casual friend- forces you to have sex, it is still rape.
2. **Stranger Rape** - rape by someone unknown to the victim.

Myths that Contribute to Date Rape

1. At a certain point a man cannot stop.
2. When a woman says "NO" it means "CONVINCE" me.
3. When a woman teases a man it is acceptable to force a woman to have sex.
4. Unless a woman resists it is not rape.
5. It is not rape when a woman is drunk or passed out.
6. The way a woman dresses is a sign she wants "it".
7. If a woman has had sex with the person on another occasion, it cannot be rape.
8. If a woman agrees then changes her mind it's not rape.
9. If a guy or girl is too drunk to know what he or she is doing, it's not rape.
10. All rapists know that their actions are defined as rape.
11. Rape does not affect men.

Date Rape Drugs & Alcohol Information

While under the influence of alcohol: men and women can feel that they are more sexual; Alcohol causes increased misperceptions by reducing the ability to process complex thoughts. It can be used as an excuse (I Was Drunk); It can decrease the ability to resist an attack; In over 3/4 of college rapes, alcohol was involved in some way.

Rohypnol and GHB are called the date rape drugs because when they are slipped into someone's drink, it makes the victim's ability to resist impaired; and then a sexual assault can take place without the victim being able to remember what happened.

Rohypnol is referred to as (roofies, roopies, circles, the forget pills.) It works like a tranquilizer. It causes muscle weakness, fatigue, and slurred speech, loss of motor coordination and judgment, and amnesia that lasts up to 24 hours. It looks like an aspirin – small, white, round.

GHB (GAMMA-HYDROXYBUTERATE is also known as —liquid X —salt water or —scoop) -causes quick sedation. Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma, and death. Its most common form is clear liquid although it can also be a white, grainy powder.

Tips that may help prevent Acquaintance Rape

There are no definite rules to avoid becoming a victim of acquaintance rape. However, if expectations and feelings about sex are clearly communicated, rape may be less likely to happen.

Here are some suggestions that will help clarify relationships:

- **Be careful** not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- **Trust your** gut feelings. If a place you are in or the way your date acts makes you nervous or uneasy, get out or leave.

- **Check out** a first date or a blind date with friends. Meet in and go to public places. Carry money for a phone call or taxi or take your own car.
- **Don't leave** a social event with someone you've just met or don't know well.
- **Do not accept** beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.
- **Be assertive.** Express your expectations and feelings clearly. Stand up for your rights without violating those of others.
- **Communicate clearly.** Realize that it takes effort for two people to understand each other.
- **Take responsibility.** Say YES if you mean YES and NO if you mean NO ... and know the difference.
- Before you end up in a situation where you are vulnerable, think about your alternatives.

Dater's Bill of Rights

1. I have the right to refuse a date without feeling guilty.
2. I can ask for a date without feeling rejected or inadequate if the answer is no.
3. I do not have to act macho.
4. I may choose not to act seductively.
5. If I don't want physical closeness, I have the right to say "no".
6. I have the right to start a relationship slowly, to say, "I want to know you better before I become involved."
7. I have the right to be myself without changing to suit others.
8. I have the right to change a relationship when my feelings change. I can say, —We used to be close; but I want something else now."
9. If I am told a relationship is changing, I have the right not to blame or change myself to keep it going.
10. I have the right to an equal relationship with my partner.
11. I have the right not to dominate or be dominated.
12. I have the right to act one way with one person and a different way with someone else.
13. I have the right to change my goals whenever I want to.

Myths that Contribute to Date Rape

1. At a certain point a man cannot stop.
2. When a woman says "NO" it means "CONVINCE" me.
3. When a woman teases a man it is acceptable to force a woman to have sex.
4. Unless a woman resists it is not rape.
5. It is not rape when a woman is drunk or passed out.
6. The way a woman dresses is a sign she wants to be raped.
7. If a woman has had sex with the person on another occasion, it cannot be rape.
8. If women did not take precautions it can't be rape.
9. If a woman agrees then changes her mind it's not rape.
10. If a guy or girl is too drunk to know what he or she is doing, it's not rape.
11. All rapists know that their actions are defined as rape.
12. Rape does not affect men.

3.9 SUPPORT RESOURCES

SART - Sexual Assault Response Team:

The Sexual Assault Response Team: its duties and responsibilities fall under police jurisdiction at Alcorn State University. The Sexual Assault Response Team includes at least the following: a counselor, a law enforcement investigator, and a medical representative.

The other members of SART will include members of the university community that serve as “first responders”. These members are those faculty and staff members who students can and will identify with and perhaps confide in. Therefore, in the unfortunate event of an incident, the victim will approach the “first responder” member and start the judicial process.

The SART team must be people who have some experience with sexual assault victims; therefore, we require at least one professional training session of the SART team coordinators and subsequent follow-up training and information gathering. This team will also coordinate and communicate with other community agencies and services as required.

Sexual Assault Victims Center

Alcorn State University does not presently have an independent rape crisis center. We have spoken to established sexual assault prevention agencies in our area; and it was a consensus that our campus would be better served by partnering with a professional agency as noted in the Clery Handbook.

Alcorn State University police department has partnered with Catholic Charities **Guardian Sexual Assault Center** to help us provide on-campus sexual assault/rape education and prevention programs; and, to also serve as our extended rape crisis center. In addition, the university’s counseling and testing services are an integral part of this process.

The Guardian Sexual Assault Center a statewide network. The closest center is in Natchez, Mississippi – 30 miles from the main campus and minutes away from our Natchez campus. The center provides an array of services to victims of sexual assault. The program is established to help eliminate or reduce the incidence of rape and sexual assault through prevention and education. <http://www.catholiccharitiesjackson.org>.

All services are offered free of charge -- services offered:

24 hour crisis hot line – 1-601-366-0222

- Mental Health Intervention
- Crisis Intervention
- Counseling for victims and loved ones
- Counseling for adult survivors
- Police / Court Escorts
- Community Awareness
- Emergency Shelter
- Day Treatment
- Adolescent Day Treatment
- Emergency assistance
- Guardian Shelter for Battered Families
- Supportive Housing
- Guardian Sexual Assault Center
- Guardian Collection Thrift Store
- Food Pantry

Support Resources

Any and all the contacts below can direct victims to the resources they may need. On campus counseling is available. Off campus counseling is also available to walk-in or referrals.

Alcorn State University has a partnership with **Catholic Charities – Guardian Sexual Assault Center** who provides a number of other services for victims of sex offenses in addition to mental health services. However, any and all internal and external services of choice are available to victims.

Support Resources Numbers

Police/Fire/Emergency Ambulance 9-1-1	
Campus Police (University Police)	601 877-3000
University President	601-877-6111
Vice President for Student Services	601-877-6380
Counseling & Testing Center (WWAB 3rd floor)	601-877-6230
Facilities Management (Physical Plant)	601-877-6470
Health Services (Infirmary)	601-877-6460
University Housing	601-877-6478
ASU Family Clinic (Natchez Campus)	601-304-4375
Alcorn State University “After Hours” Crisis Hotline	601-645-2103
Brentwood Mental Health Services	800-863-4004
Catholic Charities-Guardian Sexual Assault Center (see page 24)	888-721-5460
Mississippi Department of Mental Health	877-210-8513
Merit Health Natchez	601-443-2100
National Suicide Prevention Lifeline	800-273-8255
Rape Crisis Hotline - RAINN Rape, Abuse and Incest National Network	800-656-4673
Mississippi Coalition Against Sexual Assault	877-739-3895
SANE: Sexual Assault Nurse Examiner	877-739-3895
National Sexual Assault Hotline	800-656-4673

4.0 REGISTERED SEX OFFENDER INFORMATION

(Location / Notification of Registered Sex Offenders) 34CFR 668.46(b) (12)

The "Campus Sex Crimes Prevention Act" is a federal law enacted that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus.

The Act requires sex offenders who are already required to register in a state, that they provide 'notice' to each institution of higher education at which they are employed, a student, or a volunteer.

The Act also requires that state procedures ensure that this registration "notice" information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records and data systems.

It also amends the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** that requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained, seen, and read.

For general resource information about sex offender registries, sex offenders, crime-information, and crime statistics go to:

- [Mississippi Criminal Database](#) – various crimes
- [Mississippi Public Sex Offender Registry](#)
- <http://www.mississippisexoffenders.net>

Alcorn State University publishes the notification of sex offenders on the university's website:

Go to www.alcorn.edu/police click on the **sex offender's notifications** *tab*.

Alcorn State University provides this notification in accordance with state and federal statutes. When the university has received official notification of convicted sex offenders enrolled or at the institution, the information is posted on the university website. In addition, we have included notifications from offenders within a 3 mile radius of Alcorn State University.

The release of this information is only intended to inform and enhance the security of the Alcorn community which is required by law. The individuals who appear on this notification have been convicted of a sex offense that requires registration and notification by law.

5.0 EMERGENCY RESPONSE, EVACUATION AND NOTIFICATION POLICY

In today's society, security has become a major focus of concern for universities, administrators and law enforcement. Alcorn State University, will without delay evaluate every emergency situation with due diligence to ensure the safety of the —university community. Alcorn State University has established the Emergency Management Plan that will define and determine the seriousness of the situation in order to take appropriate steps toward the desired resolution.

Students, faculty and staff are encouraged to familiarize themselves with the plan.

The University's Emergency Management Plan consists of two major elements:

- Emergency Management Team (EMT)
- Emergency Operations Team (EOT)

1. The Emergency Management Team (EMT). The Emergency Management Team (EMT) consists of the President of the University and senior management (Vice Presidents). It also includes members who have been designated to serve as an EMT member. These members include but not limited to: Campus Police Chief, Fire Chief, CITS and Facilities Management. The EMT is responsible for developing the Emergency Response Guidelines, training EOT members and activating the EOT during an actual emergency or training exercise. The EMT also will make evaluations during an emergency and take appropriate actions.

2. The Emergency Operations Team (EOT). The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. The University Incident Commander heads the Emergency Operations Team.

The Incident Commander, the Chief of Police has responsibility for overall management of the incident and must be fully qualified to manage the incident. The Chief of Police has been trained in emergency response and has been designated as the University Incident Commander. Members are responsible for ensuring that their functional area has a Critical Operations Plan and necessary resources to execute their plan.

The Emergency Operations Team (EOT) also involves different departments of the university possessing different areas of expertise. Outside expertise will be consulted without delay to determine and manage the emergency crisis. Upon confirmation of the emergency, the Emergency Operations Team will determine the level of the emergency, determine the content of the notification and initiate the notification system.

(See Attachment VIII for a list of people responsible for management of an emergency crisis)

Declaration of Emergency (the process)

The primary responsibility for monitoring emergency threats and events that pose an immediate threat to the health and safety of students, employee and staff resides with the University Police Department. The police department operates on a continuous 24 hour basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the police chief.

Based on information obtained from the appropriate entities, the University Incident Commander/designee will initially declare the level of the emergency and may activate portions or all of the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated Emergency Operations Center (EOC) as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response. Should it be deemed necessary to warn the University community of an impending threat or emergency situation, the University Police Department will activate alert warning system; and the University Incident Commander will declare the level of the emergency?

5.1 Emergency Notification Procedure

All emergency notifications will be issued "without delay, and taking into account the safety of the university community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In this instance, the notification will be put on hold until cleared.

Since our campus is relatively small, all emergency notifications will be sent to the entire university campus community and not any pre-determined segments of the campus. This is to ensure that all persons have enough information so they will not unknowingly wonder into a dangerous area. In addition, those who are not in the dangerous area may contact those they know to be in, or going toward the dangerous area. If the situation merits, notification will be sent to the adjacent communities.

Students, faculty and staff are notified by campus email to enroll in Alcorn State University's state-of-the-art emergency notification system, Connect-Ed. It one of is the quickest ways to ensure that our campus community receives critical university notifications on safety issues, school closings, weather alerts and any other emergency or police matters.

Connect-Ed sends simultaneous messages to all registered recipients via text-message capable phones, PDAs, and regular e-mail and "Big Voice" of information critical to their safety and well-being.

It's crucial that we are able to notify our campus and community quickly in time-sensitive situations because up-to-date communication helps minimize the spread of misinformation, restore order and provide direction **and even save lives or injury.**

The Connect-Ed service has been successfully used for communication by schools across the country during events, such as the wildfires in Southern California and Hurricane Katrina, as well as campus notifications required by the Clery Act, and to help locate missing persons.

In addition to the Connect-Ed system, the university will utilize its radio station (WMPR – 91.7 FM) and its television station (ASU TV 13), VOIP- phone system

All members of the Alcorn community are urged to register for the Connect-ED services via web
At <https://connected.alcorn.edu/default.asp>.

Outdoor Warning System

ASU implemented an Outdoor Warning System called “**Big Voice**”. It consists of strategically placed sirens that audibly warn the university community to take the appropriate actions in the event of an emergency, such as a severe weather event or any impending danger. The warning system is audible throughout the main campus. When you hear the warnings, you should take all necessary precautions, as specified by the EMT. When the threat has passed, a verbal “all clear” announcement will be broadcast. “Big Voice” is tested at least twice every semester.

Testing of the Emergency Notification System - the Connect-ED emergency notification system is one per year. All tests are announced to not cause alarm that there is a real emergency. Simulated (un-announced) tests are also run periodically by CIT (campus information technology). The system keeps documentation of the tests in the computer database.

There are two tests that are done: simulation and semi-simulation.

Simulation Tests - are those we notify the recipients of the testing of the system and then the message is sent to them by the CIT computer system which logs that the messages were received or failed.

Semi-Simulation Tests— involves the police dispatcher. The recipients are notified of the test; and the police dispatcher sends the message. These tests may involve a real scenario such as the evacuation of a building. There will be at least one annual testing of the semi-simulation test that will be projected to get the full effect of a real scenario. The procedure for publicizing this test will be that of the emergency notification procedures.

Emergency Notification System Training – there are key people who have been trained in the Connect-ED emergency notification system. The police dispatchers and university relations personnel have been trained to send a message in the event of an actual emergency. Training is ongoing.

Confirmation and Content of the Notification

Confirmation of the emergency: with the exception of natural emergencies such as hurricanes and tornados, the confirmation of "a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus," will follow police dispatch information of the emergency and/or the determination of the police investigation or assessment of the situation.

Initiation of the notification system: It will be in the professional judgment of the Chief of Police to determine if an emergency notification will be sent as well as the basic content of the initial notice. It will be in the professional judgment of the university incident commander to determine the level of the emergency as well as the how the notification procedure is to progress. The initial notification will usually come from campus police dispatchers; and facilitate by CIT (Center for Industrial Technology) if necessary.

Content of the notification: the initial content of the notification will be classified at general with basic information. As time passes, the content of the notification will become more detailed as information becomes available and event unfold. Notifications will be sent by the campus police dispatch following confirmation of an emergency. Any revisions to the content of the notification(s) will be done and approved by the core response team.

University Relations (department) will determine and distribute all information that will be disseminated to the external media outlets. University relations may give the campus radio station and television station the authority to broadcast and or disseminate information.

5.2 EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The mission of Alcorn State University is to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I: Life Safety

Priority II: Property Conservation

Priority III: Incident Stabilization

Emergency Evacuation Procedures

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If however, there are hazardous materials released, flooding or other major incident, it may be necessary to relocate all university students, faculty, and staff to a safer location.

Evacuating from a Building

- Walk, Do Not Run!
- Do not use elevators.
- Those that are unable to rapidly evacuate the building should move to a stairwell landing and wait for assistance from trained *first responders*.
- Elevators should not be used in the case of fire.
- Inform first responders and the Campus Police Department of persons who have not been evacuated.
- Gather outside at your designated area. Report any special circumstances to the Emergency Operations Team or Campus Police.
- Do not return to your building, wait for instructions from Campus Police.

EVACUATION OF THOSE PERSONS WITH PHYSICAL DISABILITIES

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency medical response personnel (EMT's) of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

Evacuation Procedures

1. When the fire alarm sounds, (fire or evacuation) all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.
2. All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
3. All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located and are posted in the buildings.
4. Building occupants must NOT use elevators as an escape route in the event of a fire.

One can extinguish small fires only if trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential.

Critical Operations Shutdown

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions have been identified. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. The Critical Operations Shutdown procedures are to be followed by those employees who have been assigned to care for essential building operations.

Building Coordinators

Building Coordinators are assigned to each building. Building Coordinators are considered the direct person of contact for each building. Building Coordinators are responsible for alerting building occupants during an emergency or evacuation. They are also responsible for conducting a personnel role call once evacuation or shelter-in-place assembly has taken place. This procedure is done to assist the Emergency Management Team in accounting for all building occupants.

Each University building must have a Building Emergency Plan (BEP) that describes procedures for building occupants to follow in the event of an emergency. The Building Coordinator develops the BEP and submits it to the Senior Vice President for Administration/CFO (Incident Commander) for review and distribution to the Fire and Emergency Medical Services (EMS) Department.

For Fire Safety and Procedures see the Fire Report in section 10.

6.0 SUBSTANCE ABUSE

(Policies on Alcoholic Beverages, Illegal Drugs and Drug/Alcohol Abuse Programs)

6.1 Alcohol Policies - 34CFR 668.46(b) (8)

It is the policy of Alcorn State University that the possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the university buildings (this includes parking lots). If a student violates this policy or his/her behavior is affected by the use of alcohol or drugs, the student will be subject to disciplinary action and/or legal action. Violations will be prosecuted by local and university authorities.

It is illegal in the state of Mississippi for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol.

See attachment VI at the end of this report for complete policy statement.

6.2 Drug Policies - 34CFR 668.46(b) (9)

The use, possession, and/or sale of illegal drugs are violations of Alcorn State University's Code of Conduct. Faculty, students and employees who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions, including mandatory counseling, suspension or dismissal. The consumption, sale, distribution, manufacturing, purchase, passing of, being in the presence of, or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, is strictly prohibited in all locations of the university. This is in accordance to all local, state, and federal laws. Drug paraphernalia is also strictly prohibited.

See attachment V at the end of this report for complete policy statement.

6.3 Alcohol / Drug Abuse Education - 34CFR 668.46(b) (10)

Our alcohol abuse and drug abuse education programs use prevailing facts; and we let the students talk about them with hope of drawing conclusions that lead to safer drinking habits, more caution and perhaps abstinence in all substance abuse.

6. 3 Legal Enforcement

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the university's campus, or while engaged in official university business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy.

7.0 CAMPUS FACILITIES ACCESS AND SECURITY

(Security of and Access to Campus Facilities) **34CFR 668.46(b) (3)**

Access to and Security Consideration of Residential Facilities

Main Campus

Most of our students on the main campus live in campus residence halls. Both our Natchez and Vicksburg campuses are commuter campuses. The Natchez campus normally houses a few nursing students or assumes an overflow of residential students from the main campus.

The safety of our students is the primary concern; therefore, all of our residential units remain locked and have card-swipe entry.

Alcorn State University police department continually strives to develop shared responsibility for safety in its student population with residence hall staff members. Resident hall staff members go through a week-long training in order to relate and enhance the student stay at the university.

We also recognize that students must take part in the safety effort. We urge students to practice safe behaviors. Safety education is emphasized during the first two weeks of the academic year. Residents receive information on safety and security at the first residence hall meeting of the year. Students are given specific instructions to keep room doors locked at all times, to avoid lending keys or propping open doors and to report strange or unusual behavior to the campus police.

Every resident has a room key and/or an outside door key, or an access control card.

Access to and Security Consideration of Campus Facilities

Main Campus

All academic buildings on campus are generally opened from at 7 a.m. Monday through Friday; and are closed by 5:30 p.m. unless classes or other functions are apparent. Only physical plant personnel, campus police and specific university staff have key access to buildings after hours and on weekends. Otherwise, access to buildings is allowed after one has signed-in at campus police station.

All campus facilities and grounds are maintained in such a manner as to enhance security. Security cameras have been placed throughout the campus. The cameras record and view in real time. Monitors for the cameras are located in the police station. Therein, the police dispatcher can see and direct police patrol to scene of an offense. Police also patrol the campus regularly and check to see if doors are locked, buildings are occupied, and look for other security or unsafe situations. Lighting surveys are conducted by members of facilities management and the university police to identify poorly lit areas to enhance security. While on patrol, police officers are to observe campus lighting and any abnormal situations and submit work orders and/or reports.

Natchez Campus

Alcorn has two academic buildings and a residential hall on the Natchez campus: the School of Nursing is open from 7 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday and 2 p.m. to 9 p.m. on Sunday. The School of Business is only open 7 a.m. to 5 p.m. Monday through Thursday and 7 a.m. to 4 p.m. on Friday. Both buildings are locked after hours; and after hour access is only granted by the campus police to specific authorized personnel.

There are various security cameras monitoring the buildings. The cameras record and view in real time. Monitors for the cameras are located in the police station on the Natchez campus and remotely to the main campus police station. Dispatch can see and direct police patrol to scene of an offense if there is one. Police also patrol regularly and check to see if doors are locked and for other security matters or unsafe situations. The Natchez campus and its parking lots are well-lit. Extra lighting is essential because there is a wooded area near campus. While on patrol, police officers observe campus lighting and any abnormal situations and submit work orders and/or reports.

Vicksburg Campus

Alcorn relocated its facility to the Pemberton Square Mall. It is open for classes Monday through Thursday 8 a.m. to 5 p.m. and Friday and 8 a.m. to 4 p.m. There are evening classes on Monday, Wednesday and Thursday. The entrances are secured with ADT monitoring cameras. There are no residential facilities at or for our Vicksburg campus.

7.2 Parking Lot Safety

There are several parking lots located around the campuses of Alcorn State University. In order to reduce the chance of property loss, never leave your vehicle running, unlocked, keys in the ignition or the windows rolled down. Never leave valuables in sight. Use security devices such as a car alarm, steering wheel lock and/or a fuel/electric cut-off switch. When approaching your vehicle, have your keys in your hand and remember to look inside your vehicle before you get in. For emergencies, have your cell phone on speed dial to the campus police.

7.3 Residential Housing Access and Security

Main Campus

The university primary housing location is the Medgar Wiley Evers Heritage Village Complex which has four buildings A, B, C & D and houses just over 1000 students. These halls are key-card accessible and securely monitored twenty-four (24) hours a day. The other dormitories are: Female Honors Dormitory, John Burrus Hall Hiram Revels Hall, Albert Lott and Robinson Halls.

All of our dormitories on the main campus have electronic or key-card access and security cameras. Corresponding monitors are located in the campus police station for added police security, monitoring and evaluation.

Alcorn State University's main campus provides residential housing to the majority of its students. The university police department and the Department of Housing and Residence Life work closely together to create a safe and comfortable living and learning environment.

Residents are encouraged to be watchful and cautious by being aware of their surroundings and the presence of unfamiliar people. Residents are reminded to not prop open or alter the doors so they will not close and lock properly, to always lock their doors and to report unfamiliar and suspicious behavior in an effort to reduce the opportunity of crime.

There are designated evacuation routes posted in the stairwells as well as the exits. Residents are also instructed to acquaint themselves with their exits. Alcorn State University **does not presently have any off-campus residential facilities_34CFR 668.46(b) (7)**. Currently, there are not any university organizations that have off campus locations officially recognized by the university.

Natchez Campus

The Natchez Residence Hall Complex can house approximately 116 students. The building is divided into three sections. This dorm is locked at all times. Building access is with an electronic-key. There are designated evacuation routes posted at the stairwells as well as the exits. Residents are instructed to acquaint themselves with their exits. Residents are reminded to not prop open or alter the doors so they will not close and lock properly, to always lock their doors and to report unfamiliar and suspicious behavior in an effort to reduce the opportunity of crime.

Vicksburg Campus - The Vicksburg campus does not have any residential housing.

8.0 HATE VIOLENCE

Reporting Hate Violence

Reporting hate violence is a very important in the development of a more tolerant society and a hate-free campus environment. If you have been the target of a hate crime or hate/ bias motivated incident, you are encouraged to report the occurrence to the Alcorn State University Police Department.

Procedure/Response:

The police reporting of a hate crime must include indicators of prejudice and/or bias in the police report that is given to the District Attorney. It will be the decision of the District Attorney to pursue it as a hate crime or not.

****There were No Hate Crimes reported from both ASU Campuses for 2012, 2013, and 2014.**

Note: None of the crimes reported for this reporting period were classified as a hate crime.

Bias

A pre-formed negative opinion or attitude toward a person or group of people because of their **ethnicity, race, national origin, religion, gender, sexual orientation or disability** (varied ability) or based upon the perception that the person or group has one or more of those characteristics.

Hate Crimes

A criminal act involving one/more of the listed crimes (below) which are motivated by bias against any person or group of persons, or the property of any person or group of persons.

- **Simple assault:** An unlawful physical attack by one or more persons upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury.
- **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.
- **Larceny-Theft:** (except motor vehicle thefts) the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property.

Hate crime should also be reported for the following crimes:

- **Murder**
- **Manslaughter**
- **Sex Offenses**
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**

CLERY ACT HATE / BIAS CRIMES DEFINITIONS

A **hate crime** is defined as a criminal offense committed against a person or property which is motivated in whole or in part by the offender's bias. A **hate crime** manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A **hate crime** is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias in the categories listed below, then the crime is classified as a **hate crime**.

- **Bias:** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under Clery, only the following eight categories are reported:
- **Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender:** a preformed negative opinion or attitude toward a group of persons because those persons are men or women.
- **Gender Identity:** a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Religion:** a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** a preformed negative opinion or attitude toward a person or group of persons based on their sexual attraction towards, and responsiveness to, members of own sex or members of opposite sex (e.g., gay, lesbian, heterosexual persons).
- **Ethnicity:** a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** a preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.
- **Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

See complete crime definitions in Attachment II.

9.0 CRIME STATISTICS

(Collection of crime statistics for the Annual Report)

In compliance with the Clery Act, the Alcorn State University Police Department has the responsibility to report certain crime statistics to the Department of Education. Additionally, the Police Department must also comply with other State and Federal crime statistics reporting mandates.

There is a vast difference in reporting requirements between the Clery report and other State and Federal crime reporting statistics. Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement.

Additionally, the reauthorization of the Violence against Women Act, VAWA which President Obama signed into law in 2013, called for reporting in three new categories: dating violence, domestic violence and stalking.

In certain and rare instances under the directive of the Chief of Police, a case may be classified as unfounded and subsequently withheld from reporting. These instances must include that the report was made but there was no evidence to support the case; or the investigation of the case did not yield any evidence to support the case.

This report contains new crime statistics that have been compiled from the 2014 calendar year and the reprinted statistics of the previous two calendar years.

The statistics reported in following sections have been compiled from data collected from five reporting sources: (1) the Alcorn State University Police Department, (2) the Claiborne County Sheriff's Department and (3) the Vicksburg Police Department, (4) the Adams County Sheriff's Department and (5) the Jefferson County Sheriff's Department.

Alcorn State University does not monitor or record criminal activity in which students are engaged at off-campus locations unless the attending law enforcement agency involves our police department. The university does not have "off-campus housed" student organizations that are officially recognized by the institution. In addition, Alcorn currently does not have any off-campus housing.

9.1 Reporting Locations - Definitions

#1 On-Campus Property:

Any building or property owned, leased or under the control of Alcorn State University within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.

#2 On-Campus Residential Facilities:

All on-campus residential buildings located on campus property; can be owned and managed by a private company.

#3 Non-Campus Property:

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

#4 Public Property:

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

9.2 CRIME STATISTICS (Tables)

The statistics in the following tables are arranged in accordance with the hierarchy rule used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation.

Such statistics do not identify victims of crimes or persons accused of crimes.

Crime Statistics – Table 1 Statistic Table 1

Alcorn State University – **Main Campus** - Alcorn State, MS 39096

Crime Statistics – Table 2 Statistic Table 2

Alcorn State University – **Natchez Campus** - Natchez, MS 39120

Crime Statistics – Table 3 Statistic Table 3

Alcorn State University – **Vicksburg Campus** - Vicksburg, MS 39180

Our Vicksburg campus has moved from its former “high crime” location.

See Attachment II for the Crime Definitions

9.3 UNFOUNDED CRIMES

VAWA regulations now require an institution to report to the Department of Education, and disclose in its annual security report statistics, the number of crime reports that were “unfounded” (false or baseless) and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Institutions may only exclude a reported crime after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore “unfounded.” Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

Alcorn State University does not have any unfounded crime in 2016.

Statistic Table 1

Alcorn State University – Main Campus – Alcorn State, MS 39096

Offense	On-Campus Property			Residential Facilities			On Campus	Non-Campus Property			Public Property Off Campus			3 Years
	2014	2015	2016	2014	2015	2016	Total	2014	2015	2016	2014	2015	2016	Total
Clery Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	5	4	2	4	3	20	0	0	0	0	0	0	20
Aggravated Assault	1	1	1	0	0	0	3	0	0	0	0	0	0	3
Burglary	8	3	1	8	1	0	21	0	0	0	0	0	1	22
Motor Vehicle Theft	2	0	1	0	0	1	4	0	0	0	0	0	0	4
Arson	1	3	0	3	0	0	7	0	0	0	0	0	0	7
Arrests														
Liquor Law Arrests	0	0	2	1	0	2	5	0	0	0	0	0	0	5
Drug Law Arrests	2	7	1	1	2	1	14	0	0	0	0	2	0	16
Weapons Possession Arrests	1	3	0	0	5	0	9	0	0	0	0	0	0	9
Referrals														
Liquor Law Violations	1	1	4	1	0	4	11	0	0	0	0	0	0	11
Drug Law Violations	3	6	7	10	7	7	40	0	0	0	0	0	0	40
Illegal Weapons Posses.	0	3	1	0	2	0	6	0	0	0	0	0	0	6
VAWA														
Domestic Violence	0	1	3	0	1	2	7	0	0	0	0	1	0	8
Dating Violence	2	1	0	5	1	0	9	0	0	0	0	0	0	9
Stalking	1	3	0	0	2	0	6	0	0	0	0	1	0	7
Hate Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Statistic Table 2

Alcorn State University – Natchez Campus – Natchez, MS 39120

Offense	On-Campus Property			Residential Facilities			On Campus	*Non-Campus Property			Public Property Off Campus			3 Years
	2014	2015	2016	2014	2015	2016	Total	2014	2015	2016	2014	2015	2016	Total
Clery Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests														
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals														
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Posses.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA														
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Statistic Table 3

Alcorn State University – Vicksburg Campus – Vicksburg, MS 39180

Offense	On-Campus Property			Residential Facilities			On Campus	*Non-Campus Property			Public Property Off Campus			3 Years
	2014	2015	2016	2014	2015	2016	Total	2014	2015	2016	2014	2015	2016	Total
Clery Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests														
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals														
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Posses.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA														
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes														
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible [Fondling, Incest, Statutory Rape]	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Alcorn State University Fire Safety Report



10.0 Alcorn State University Fire Safety Report

This is a combined report. The following sections of the Fire Report segment pertain to both the Main campus and the Natchez campus.

The information specific to the Natchez Campus will be specified in this report.

The information specific to the Vicksburg Campus will be specified in this report

Note: **The Main campus** has its own fire department. Call 601-877-3000 or ext. 3000

- ASU Fire Chief, Ray White 601-877-6196 Ext. 6196 or Ext 3000

The Natchez campus uses the City of Natchez Fire Department. Call 601-442-3684

The Vicksburg campus uses the City of Vicksburg Fire Department. Call 601-631-2977

10.1 PREVENTION:

Fire Safety and Training

The main campus fire department staff participates in weekly in-service training classes with mandatory attendance. The department maintains a staff of EMTs (emergency medical technicians) that are available 24 hours per day. **Fire drills are conducted twice per year** in each building and dormitory. Drills are used as a learning tool and as an evaluation method for the fire safety program. Faculty and staff training is encouraged. The fire plan is reviewed annually and updated as needed and is mandatory by the IHL. All state and national certifications and trainings are maintained.

Faculty and Staff Responsibilities

The ASU Fire Chief and staff hold various fire safety and evacuation procedures training at various venues on campus (twice a year).

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance.

If You Discover a Fire

1. **Alert** people in the area of the need to evacuate
2. **Activate** the nearest fire alarm
3. **Call** Campus Police/Fire Department at 601-877-3000 on the main campus
 - On the Natchez Campus, call 601-442-3684 or 911
 - On the Vicksburg Campus, call 601-631-2977 or 911

It is the responsibility of all staff to:

- be familiar with the fire plan
- know the location of office smoke detectors and fire extinguishers
- know how to use fire extinguishers
- be familiar with all fire exits
- be cautious in their work habits to prevent fires
- immediately report any condition that appears to be a fire hazard
- act immediately if smoke or fire is noticed.

Students are educated in applicable fire safety practices, such as:

- Escape procedures
- Fire hazards related to dorm rooms, equipment, and supplies
- Hazards of smoking and cooking in dorm rooms

10.2 FIRE ALERT GUIDELINES:

If you discover a fire: stay calm and the acronym **“RACE”** will help you do what is needed

R – REMOVE – Remove yourself from contact with smoke or fire. Report any that may be in the building.

A – ALARM – Pull the fire alarm and/or call dispatch and report the location and nature of the fire.

C – CONFINE - Close all doors and windows.

E – EVACUATE – Evacuate the building. Cautiously, move yourself and others to a safe area.

Do not use elevators.

If an alert of a fire is given: follow these guidelines:

- Stop normal work activities.
- Listen to determine where the fire is located.
- If the fire is in your area, take action as per “R-A-C-E” (guidelines above).

- If the location is not in your work area, be attentive for additional information.
- Be prepared to be assigned additional tasks and responsibilities.
- Be prepared for evacuation of certain areas or the entire building per instruction of the Fire Chief, President, or designee.
- Wait for the “All Clear” to be announced before resuming normal work activities.
- Use only stairways
- Remove any obstacles that may cause an obstruction of a corridor.
- Do not turn off lighting or electrical breakers.
- Feel closed doors with the back of your hand before opening them.
- If the door is too hot to touch, do not open it.

10.3 ALARM SYSTEMS AND BUILDING CONSTRUCTION:

Each building or office has:

- strategically placed smoke detectors
- evacuation routes and exits properly marked
- fire extinguishers rated for class A, B, C & D fires (multi-purpose extinguishers)
- a diagram of the location of each fire extinguisher, and evacuation routes.

10.4 Fire Alert and Evacuation Procedures

If a fire occurs in the dormitory, administrative or classroom building follow these steps:

1. If a fire alarm sounds, whether real, false or a drill, all procedures must be followed by all residents and guests of the building. Everybody must leave the building immediately.
2. Alert people in the area of the need to evacuate
3. Call Campus Police/Fire Department at 601-877-3000 or ext. 3000
4. Natchez campus: call 911 for the fire department
5. Windows and doors should be closed and the main light left on in each room when the room is exited.
6. If necessary, stay as low as possible to avoid smoke and heat
7. Persons are to leave a building by the nearest safest exit.
8. Evacuate the building calmly, but quickly, following evacuation and assembly area and await additional instructions. Report anyone who is missing and who was in your area when the evacuation started to the near staff person or fire department personnel.
9. Remain at the assembly area until you are instructed how to proceed by the Fire Department, Campus Police or the Emergency Management Team.

Reminders (if applicable):

>>Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke.

Dial 601- 877-3000 and tell the dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.

>>If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit. Close doors behind you.

>>Do not attempt to use elevators. Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.

>>Assemble at the area designated for your department and remain there until instructed by campus police or the fire department that it is safe to re-enter the building.

NATCHEZ CAMPUS:

In the event there is a fire on the Natchez Campus, the Natchez campus occupants must call 911 and follow the previously mentioned procedures for safe evacuation. The City of Natchez Fire Department responds to fire calls on the Natchez campus. All fire standards are set and maintained by the Natchez Fire Department. The Natchez Fire department does monthly fire inspections of the three Alcorn State University buildings on the Natchez Campus.

VICKSBURG CAMPUS:

In the event there is a fire on the Vicksburg Campus, the Vicksburg campus occupants must call 911 and follow the previously mentioned procedures for safe evacuation. The City of Vicksburg Fire Department responds to fire calls on the Vicksburg campus. All fire standards are set and maintained by the Vicksburg Fire Department. The Vicksburg Fire department does monthly fire inspections.

10.5 STUDENT SAFETY - HOUSING POLICY – both campuses

University policy on portable electrical appliances, smoking, and open flames.

In the Student Handbook, students are informed that guidelines have been established in the interest of individuals' safety and the preservation of university housing property. Students are informed that that electrical appliances must be UL approved and in good condition, in order to be permitted in student's rooms. Permitted appliances include: clocks, radios, televisions, computers, razors, curling irons, desk lamps, stereo equipment, fans, refrigerators (2.0 cubic ft.), portable hair dryers, and microwave ovens.

Fire prevention regulations rule that **cooking is not permitted in students' rooms**. Any student who brings or uses restricted cooking utensils in the residence halls is in violation of the regulation and will be subject to at least confiscation of the appliance(s).

Smoking is prohibited in university housing as well as all university buildings. Residents who smoke must do so outside of the building and must be (at least 25 feet) or far enough away from the building that smoke will not filter into the building via exterior doors, windows or the building ventilation systems. Full cooperation with this policy is expected. Any violation of this policy will result in disciplinary action.

10.6 STUDENT HOUSING FIRE SYSTEMS

Resident Halls:

All the resident halls have a complete fire system that includes: smoke detectors, fire extinguishers, fire alarms and sprinkler systems. There are also designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits when they checked into the resident halls. There is at least one fire drill per semester for each residential hall.

Medgar Wiley Evers Heritage Village Complex - Main campus – Alcorn State, MS

The Medgar Wiley Evers Heritage Village Complex is a four-building housing complex that houses 1006 students. Two of the buildings house women students; and two house men students. The halls are fully staffed with professional and student staff members. The halls have computer labs, classrooms, study rooms, laundry facilities, and are card key accessible and securely monitored twenty-four (24) hours a day. The new student housing complex has the latest and most complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits are automatically triggered in the event of a power outage. Students are instructed to acquaint themselves with their exits.

The other dormitories are: Female Honors Dormitory, John Burrus Hall and Hiram Revels Hall. All the dorms have a complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system.

Natchez Campus Residence Hall - Natchez Campus – Natchez, MS

The Natchez Residence Hall Complex can house 116 students. The building is divided into three buildings where the main building contains the Director's office, guest lobby, and kitchen area. It has a complete fire system that includes: smoke detectors, fire extinguishers, a fire alarm and a sprinkler system. There are designated evacuation routes posted and exit signs at the stairwells as well as the exits. Emergency lighting for exits is automatically triggered in the event of a power outage. Students were instructed to acquaint themselves with their exits.

Vicksburg Campus does not have a residence hall.

Fire Safety Systems in Residential Facilities

Housing Facility	Fire Alarm Monitoring Done on Site by (ASUFD)	Partial Sprinkler System	Full Sprinkler System	Smoke Detectors	Fire Extinguishers	Evacuation Plan and Panel cards	Number of Evacuation Fire Drill Each Year
Medgar Wiley Evers Heritage Village MWEHV							
MWEHV Building A	x		x	x	x		2
MWEHV Building B	x		x	x	x		2
MWEHV Building C	x		x	x	x		2
MWEHV Building D	x		x	x	x		2
Female Honors Hall	x		x	x	x		2
Hiram Revels Hall	x		x	x	x		2
Albert Lott Hall	x			x	x		
John Burrus Hall	x			x	x		2
Student Nursing - Residential Natchez, Mississippi	x			x	x		2

10.7 PLANS FOR IMPROVING FIRE SAFETY:

Plans for future improvement include installing fire suppression systems in resident halls, and/or updating and maintaining existing systems. More fire safety presentations may be included in our fire safety program.

10.8 FIRE EXTINGUISHERS:

If you have been trained to use a fire extinguisher:

Only trained personnel should use fire extinguishers. Small fires can often be extinguished without evacuation, but you must constantly evaluate and be ready to decide if the fire cannot be controlled. NEVER ENTER A SMOKE-FILLED ROOM.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire, may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste basket). Fire-fighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

Fire Extinguishers

The use of fire extinguishers must conform to the following guidelines which are specified by the OSHA Standard (29 CFR 1910.157)

Portable fire extinguishers suitable to the conditions and hazards involved shall be provided and maintained in an effective operating condition.

Portable fire extinguishers shall be conspicuously located and mounted where they will be readily accessible. Extinguishers shall not be obstructed or obscured from view.

Portable fire extinguishers shall be given maintenance service at least once a year and a written record shall be maintained. Facilities management is responsible for obtaining annual maintenance for the extinguishers.

Monthly inspections which entail visually inspecting for broken seals, damage, and low gauge pressure, depending on type of extinguisher, are performed by facilities management personnel. A tag affixed to the extinguisher is initialed by the inspector after each inspection.

Employees designated to fight fires must receive training in the general principles of fire extinguisher use and the hazards involved with initial stage of fire-fighting.

Fire Prevention

Proper housekeeping including the prompt removal of wastes and keeping the work space free of unnecessary combustible materials will help to prevent or reduce the severity of fires.

Limited quantities of flammable liquids may be stored in laboratories and shops. Flammable liquid storage cabinets are required where large amounts are present.

Electrical wiring should be maintained in good condition. Extension cords should be used only for temporary use.

For a safety survey of your area:

- Contact Fire Chief Ray White at 601-877-6196 or 601-877-3000. For the Natchez campus call 911.

10.9 DEFINITIONS:

Cause of fire — the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature (34 C.F.R. 668.49 (a)).

Fire — any instance of *open flame* or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. 668.49 (a)).

Fire drill — a supervised practice of a mandatory evacuation of a building for a fire. (34 C.F.R. 668.49 (a)).

Fire log — (1) an institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire. (2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information. (3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

Fire-related death — Any instance in which a person— (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) Dies within one year of injuries sustained as a result of the fire (34 C.F.R.668.49 (a)).

Fire-related injury — any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals (34 C.F.R. 668.49 (a)).

Fire safety system — any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire (34 C.F.R. 668.49 (a)).

Fire statistics — (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning— (i) The number of fires and the cause of each fire;(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; (iii) The number of deaths related to a fire; and (iv) The value of property damage caused by a fire. (2) An institution is required to submit a copy of the fire statistics in paragraph (c) (1) of this section to the Secretary on an annual basis (34 C.F.R. 668.49 (c)).

Value of property damage — the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption (34 C.F.R. 668.49 (a)).

Reported Fires - Alcorn State University – 2016, 2015 and 2014
Our residential facilities do not have individual street addresses.

Statistic Tables Fires Alcorn State University – **Main Campus** – Lorman, MS 39096

2016 Fires

Residential Facilities	Number of fires	Date	Nature	Injuries	Deaths	Property Loss
MWEHV Building D	1	01/27/2016	Unintentional /Microwave	0	0	\$0
Burrus Hall	1	04/13/2016	Unintentional / Extension Cord	0	0	\$0
MWEHV Building C	1	09/26/2016	Intentional / Bulletin Board	0	0	\$0
MWEHV Building B	1	11/13/2016	Unintentional / Elevator Bulb	0	0	\$0

2015 Fires

Residential Facilities	Number of fires	Date	Nature	Injuries	Deaths	Property Loss
Revels Hall	1	04/27/2015	Intentional /Trash Can	0	0	\$0
MWEHV Building C	1	04/30/2015	Intentional / Trash Chute	0	0	\$250
MWEHV Building A	1	11/20/2015	Intentional / Pizza Box	0	0	\$0

2014 Fires

Residential Facilities	Number of fires	Date	Nature	Injuries	Deaths	Property Loss
Honor's Dorm	1	08/19/2014	Unintentional / Portable Stove	0	0	\$8500
Near Robinson Hall	1	09/10/2014	Unintentional / Electrical Line	0	0	\$0
Burrus Hall	1	11/14/2014	Intentional / Trash Can/Arson	0	0	\$100

***Natchez Campus has one housing facility – no fires reported for 2014, 2015 & 2016.**

****Vicksburg Campus does not have a housing facility.**

ATTACHMENT I

THE CLERY ACT SUMMARY:

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA).

This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments **renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees; and to make their campus security policies public information. It also requires that crime data is collected, reported and disseminated to the campus community and are also submitted to the US Department of Education.

The act is intended to provide students and their families with accurate, complete and timely information about safety on campus so that they can make informed decisions and conclusions about the university they may choose to attend.

New Requirements Imposed by the Violence against Women Reauthorization Act

The Violence against Women Reauthorization Act (“VAWA”), which President Obama signed into law on March 7, 2013 imposed new obligations on colleges and universities under its Campus Sexual Violence Act (“SaVE Act”) provision, Section 304.

Those obligations—which to some extent refine and clarify, and to some extent change, existing legal requirements and government agency enforcement statements—likely will require revision of institutional policy and practice. Counsel should be consulted on this complex, sensitive area of institutional law compliance.

Under VAWA, the primary addition in reporting is that colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;

ATTACHMENT II

CRIME DEFINITIONS:

Criminal Homicide

- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of a human being by another.
- **Negligent Manslaughter:** The killing of person through gross negligence.

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible

Unlawful, non-forcible sexual intercourse.

- **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.

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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon

is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson

Any wilful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter

The wilful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

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, violence, and/or causing the victim fear.

VAWA (Violence against Women Act)**Domestic Violence**

Is defined as a felony or misdemeanor crime of violence committed

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

Dating Violence

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

Stalking

Is defined as a course of conduct directed at a specific person, that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Drug Abuse Violations

Violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Hate Crime

A criminal act involving one/more of the listed crimes (above and below) which was motivated by bias against any person or group of persons, or the property of any person or group of persons.

- **Simple assault:** An unlawful physical attack by one or more persons upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury.
- **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.
- **Larceny-Theft:** (except motor vehicle thefts) the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession.
- **Petty Larceny** which is a theft of property under \$1000 and that fine would be \$1000.
- **Felony Larceny** which is a theft of an amount more than \$1000 and that charge and or fine would be determined by the Judge.

ASU Adjudication for Larceny will follow the dictates of the disciplinary board (DC).

ATTACHMENT III

WEAPONS POLICY:

Policy Statement:

In accordance with the Board of Trustees of State Institutions of Higher Learning Policies and Bylaws 1106—Firearms policy, Alcorn State University prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry such pistols, firearms or weapons. Also, section 97-37-17 of the Mississippi Code 1972 makes it a felony for any student to possess or carry, whether openly or concealed any firearm on University property.

Students found in possession of a weapon may be subject to arrest and confiscation of the weapon. Additionally, students shall immediately be suspended pending a disciplinary hearing.

The Board recognizes that the possession of pistols, firearms or other weapons on any of its institutional premises or at its institutions or student functions off- campus by persons other than duly authorized law enforcement officials, institutional security officials, other authorized persons and the institutional approved programs creates an unreasonable and unwarranted risk of injury or death to its institutions' employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of the institutions, employees, students, visitors, guests and properties of others. Because of such dangers, **the Board hereby prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons.** “Authorized persons” includes those individuals authorized by applicable law and by the institutional executive officer or his/her designee. “Authorized persons” also includes those who have in their possession a valid, unexpired state firearms permit with the “Instructor Certified” (IC) sticker on the back, or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. Even so, those possessing such permits are not permitted to possess firearms in any institutional facilities and/or areas that are deemed non-public. Students and employees are not authorized to possess firearms on institutional property or at institutional off-campus events regardless of possession of firearms permits.

(Board Minutes, 9/90; 1/98, 2/2016)

The university is in the process of defining the areas that are deemed non-public on each campus and will establish those in institutional policy.

II. Reason for Policy:

This policy is in place to promote a safe and secure campus.

III. Definition of Weapon:

A weapon is a gun, rifle, pistol, or any firearm, any bomb (or other explosive material).

The term weapon includes any potentially dangerous objects or substance including, but not limited to, any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or in-operable, loaded or unloaded); any sword (including decorative), or other martial arts weapons; any knife, switchblade, billy-club, nunchakus, blackjack, bludgeon, metal knuckles, slingshot, razor, or ice pick; illegal or potentially dangerous chemicals, fireworks, BB gun, pellet gun, air rifle, paint gun, or any replica firearm, or any other instrument which by its nature or circumstances may be reasonably construed as a weapon.

ATTACHMENT IV

SMOKE-FREE CAMPUS POLICY

Student Affairs: Use of Tobacco on the Campus of Alcorn State University

Policy Statement

In efforts to provide a healthier academic environment and workplace, smoking is prohibited in any Alcorn State University owned or leased buildings and vehicles. This includes all offices, classrooms, residential housing, hallways, dining facilities, restrooms and athletic facilities. Smoking is prohibited in outdoor areas that are shared in close proximity by the public. Smokers must maintain a distance of 25 feet or more from any enclosed area where smoking is prohibited to insure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means.

The use of tobacco products is prohibited on any property owned, leased or controlled by the University. This includes all on-campus and off campus facilities. All University workspace and classroom areas under the University's control shall be smoke-free even if the building owner or lease(s) do not prohibit smoking.

Definitions

ASU Property (Owned, leased or controlled by the University): includes but is not limited to all buildings, grounds and vehicles.

Tobacco and tobacco products: Cigarettes, cigars, pipes, smokeless tobacco, snuff and chewing tobacco.

Enforcement

Enforcement of this smoke-free policy will be the responsibility of supervisors for faculty and staff. The Office of Student Housing will enforce the policy in the residence halls. Student violations will be reported to the Office of Student Housing. Visitor, Vendor and Contractor violations will be referred to the ASU Police Department.

The University provides ongoing educational programming and information on the hazards of tobacco use.

Observance of this policy is the responsibility of all ASU students, faculty, staff and visitors.

For additional information regarding this Smoke-Free Campus Policy, please contact the Vice President for Student Affairs.

ATTACHMENT V

DRUG-FREE CAMPUS POLICY

Policy Statement

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with Federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Consequently, all employees--faculty, staff (part-time/full-time), and students are absolutely prohibited from the unlawful possession, manufacture, distribution, dispensation, sale, use, or in any way involve themselves with controlled substances and alcohol on University property or as part of any University activity. For the purpose of this policy, the term "Controlled Substances" means those defined in Schedules I through V of section 202 of the Controlled Substances Act [21 U.S.C. 812] and as further defined by regulation 21 CFR 1300.11 through 1300.15.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the University's campus, or while engaged in official University business off campus, shall be required to undergo mandatory assessment for drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy. Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

Notification of Conviction

It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the University President within five (5) work days of such conviction.

Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation. It is the policy of the University to comply with Federal law which requires that the University notify the applicable Federal Agencies within ten (10) days after the University has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

It is the expectation of Alcorn State University that all students receiving a Pell Grant will comply with the specific Anti-Drug Abuse Act Certification requirements of the U. S. Department of Education. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

ATTACHMENT VI

ALCOHOLIC BEVERAGE AND CONTROLLED SUBSTANCES

Policy Statement

It is the policy of Alcorn State University that the possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the University buildings (this includes parking lots).

It is **also the policy** of Alcorn State University that the selling of any alcoholic beverages is not permitted on the campus or in any of the University buildings (this includes parking lots). The selling of alcohol will be subject to university disciplinary sanctions and/or state penalty which can be fined a maximum of \$200; and on failure to pay such fine and all costs shall be imprisoned for up to 30 days in jail under section 67-1-91 of the MS annotated code. If a student violates the above regulation or his/her behavior is affected by the use of alcohol or drugs, the student will be subject to disciplinary and/or legal action.

Any faculty, staff, or student(s) found in violation of the aforementioned policy while on the University's campus, or while engaged in official University business off campus, shall be required to undergo mandatory assessment for alcohol/drug abuse. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of the Drug-Free Workplace and Drug-Free Campus Policy. Such corrective action may include: 1) issuance of warning, 2) referral for treatment, 3) suspension, 4) termination, 5) expulsion, and/or 6) civil prosecution.

Notification of Conviction

It is the policy of Alcorn State University that any faculty or staff member convicted of a controlled substance violation at the workplace is required to notify his or her supervisor or the University President within five (5) work days of such conviction. Failure to comply with this requirement shall result in disciplinary action which may include suspension pending further investigation. It is the policy of the University to comply with Federal law which requires that the University notify the applicable Federal Agencies within ten (10) days after the University has received notification of a controlled substance conviction of any faculty or staff member whose position is federally funded.

It is the expectation of Alcorn State University that all students receiving a Pell Grant will comply with the specific Anti-Drug Abuse Act Certification requirements of the U. S. Department of Education. The requirements are that any student convicted of a drug-related offense, while on Pell Grant, will report the conviction in writing to the U. S. Department of Education within ten (10) days after the conviction.

**Alcoholic beverage means any alcoholic liquid containing greater than 4 percent of alcohol by weight and capable of being consumed by human beings.*

ATTACHMENT VII

CENTER OF SUBSTANCE ABUSE PREVENTION

Policy Statement

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with Federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Consequently, the Office of Student Affairs offers by the Center of Substance Abuse Prevention (CSAP) in delivery of Prevention Services.

The ASAP program uses several strategies as required by the Center of Substance Abuse Prevention (CSAP) in delivery of Prevention Services.

- Information Dissemination (Brochures & Flyers)
- Affective Education Programs
- Alternative
- Programs Problem/Identification & Referral
- Community-based process (Community Development)
- Environmental Programs

The program is ultimately designed to deter the onset of problematic behavior, including ATOD use and abuse. ASAPP provides outreach to students (college and adult) through classroom settings, educational-informative programs, including classroom instruction, health fairs, seminars; distribution of literature on ATOD and decision-making skills.

Drug and Alcohol Abuse Prevention

Preventing drug abuse and excessive alcohol use improves quality of life, academic performance and workplace productivity; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. Excessive alcohol use includes binge drinking (five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the-counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior.

ATTACHMENT VIII

MISSING STUDENT NOTIFICATION POLICY

Policy Statement

It is the policy of Alcorn State University that if a member of the university community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Alcorn Campus Police 601-877-3000 or Ext. 3000. If you are on the Natchez campus notify the campus police at 601-304-4384 or Ext. 4384.

If you are on the Vicksburg campus, dial 911.

Upon determination of a missing person, adult or minor, the university police department will generate a missing person report and initiate an investigation.

If the missing person is an adult over the age of 18, and has been missing for more than 24 hours, the Alcorn State University police department will notify the missing person's emergency contacts, law enforcement agencies in surrounding counties and in the jurisdiction where the student or employee originally resided, unless that jurisdiction made the missing person report. Adult missing person emergency contact(s) will be contacted no later than 24 hours after he or she is determined missing.

After investigating the missing student report, should it be determined that the student is missing, campus police will notify the student's emergency contact no later than twenty-four hours after the student is determined to be missing. If the missing student is under the age of eighteen and is not an emancipated individual, campus police will notify the student's custodial parent, legal guardian and any other designated contact person immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the university in the event the student is determined to be missing for more than twenty-four hours. If a student has identified such an individual, the university will notify that individual no later than twenty-four hours after the student is determined to be missing.

ATTACHMENT IX

ACCESS TO AND SECURITY CONSIDERATION OF RESIDENTIAL FACILITIES

Policy Statement

It is the policy of Alcorn State University that Residence Life provides a safe, diverse and well-maintained environment that complements and supports the academic mission of the University. We create a dynamic living/learning experience that promotes and inspires individuals to become empowered community members.

The safety of our students are the primary concern; therefore, all of our residential units remain locked and the have card-swipe entry.

Alcorn State University police department continually strives to develop shared responsibility for safety in its student population with residence hall staff members.

Resident hall staff members go through a week-long training in order to relate and enhance the student stay at the university.

We also recognize that students must take part in the safety effort. We urge students to practice safe behaviors. Safety education is also emphasized during the first two weeks of the academic year.

Residents receive information on safety and security at the first residence hall meeting of the year. Students are given specific instructions to keep room doors locked at all times, to avoid lending keys or propping open doors and to report strange or unusual behavior to the campus police.

Every resident has a room key and/or an outside door key, or an access control card.

ATTACHMENT X

PREVENTION SERVICES PROGRAM

The Center for Student Services and Outcomes is a multi-faceted unit that consists of two Title III funded programs: Student Engagement and Substance Abuse Prevention which provide support and services necessary to engage students in meaningful learning experiences within and outside the classroom. These areas are dedicated to assisting the university in strengthening its capacity to enhance student development by addressing topics and issues relative to leadership development, social responsibility (ethics, integrity interpersonal relationships, and civility), diversity, and cultural awareness. Further, the Center endeavors to implement a comprehensive substance abuse prevention program that provides and disseminates information regarding health and wellness, increases awareness and knowledge regarding the consequences of alcohol and other drug use; and encourages peer-led programs to help modify student perceptions regarding myths about alcohol and other drug use.

STUDENT ENGAGEMENT PROGRAM

Student Engagement assists the Student Affairs Division in its efforts to enhance student's overall leadership development and college experiences. Students who are engaged in co-curricular activities show sustained behavioral involvement in learning tasks accompanied by a positive emotional tone through ongoing action, including enthusiasm, optimism, curiosity, and interests.

Student Engagement promotes and supports student learning by providing students an opportunity to participate in Student Leadership Development via the Student Leadership Round Table series and the People Organized for Student Services Enhancement (POSSE) Resident Hall Colloquiums. Additionally, Student Engagement provide students access to: Student Handbook, Co-curricular programs/activities in conjunction with academic departments, New Student Orientation, University Calendar of Activities, and a Quarterly Student Affairs Newsletter.

STUDENT ENGAGEMENT PROGRAM

The Student Engagement Program is designed to develop the university's capacity for the meaningful engagement of students in co-curricular activities outside the classroom as a means of adding value, humanism, civic and social responsibility, volunteerism, leadership, and team-work to students. Through these activities, the university seeks to build a culture where students and faculty come to value learning through engagement as a significant component of the university, education, and the campus, and adjoining communities as a teaching and learning environment.

ATTACHMENT XI

OTHER USEFUL CONTACTS

Police/Fire/Emergency Ambulance 9-1-1	
Campus Police (University Police Chief Douglas Stewart)	601 877-3000
University President	601-877-6111
Vice President for Student Services	601-877-6380
Counseling & Testing Center (WWAB 3rd floor)	601-877-6230
Facilities Management (Physical Plant)	601-877-6470
Health Services (Infirmary)	601-877-6460
University Housing	601-877-6478
ASU Family Clinic (Natchez Campus)	601-304-4375
Alcorn State University "After Hours" Crisis Hotline	601-645-2103
Brentwood Mental Health Services	800-863-4004
Catholic Charities-Guardian Sexual Assault Center (see page 24)	888-721-5460
Mississippi Department of Mental Health	877-210-8513
Merit Health Natchez	601-443-2100
National Suicide Prevention Lifeline	800-273-8255
Rape Crisis Hotline - RAINN Rape, Abuse and Incest National Network	800-656-4673
Mississippi Coalition Against Sexual Assault	877-739-3895
SANE: Sexual Assault Nurse Examiner	877-739-3895
National Sexual Assault Hotline	800-656-4673

ATTACHMENT XII

EMERGENCY MANAGEMENT TEAM

The Emergency Operations Team (EOT) is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event.

Emergency Operations Team

Chief Douglas Stewart *Incident Commander
Chief of Police
601-877-3000
stewartd@alcorn.edu

Mrs. Carolyn DuPre
Vice President for Finance and Administration /
CFO
601-877-6151
cdupre@alcorn.edu

Mrs. Pam Wood (Natchez)
Director of Academic
Support & Facilities
601-304-4345
pwood@alcorn.edu

Mr. Ray White
Fire Chief
601-877-6196
kwhite@alcorn.edu

Mrs. Mertha George
Purchasing Agent
601-877-6154
mgeorge@alcorn.edu

Dr. Jeff Posey
VP for Facilities Management
601-877-6471
mjposey@alcorn.edu

Mrs. LLJuna Weir
Director of Educational Equity & Inclusion/Title IX
Coordinator
601-877-6700
weir@alcorn.edu

Mr. Emanuel Barnes
VP for Student Affairs
601-877-6380
ebarnes@alcorn.edu

Mr. Desmond Stewart (interim)
Director of Administrative Technologies
601-877-6182
desmond@alcorn.edu

Additional Core Members:

Food Services Management
Director of Human Resources
Claiborne County Emergency Management
Federal Emergency Management Agency (FEMA)

Director of Day Care Facilities
Director of Counseling Services
MS Emergency Management (MEMA)
Agriculture

ATTACHMENT XIII

MECHANISM OF DISTRIBUTION OF THE ANNUAL REPORT

1. Electronic mail:

- a. Annual (October) electronic mailing to all students, faculty and staff. (email)

2. Direct mailing:

- a. Annual direct mailing of the postcard —Clery Notice

3. Web page postings: (announcement/link to PDF format)

- a. Alcorn State University Police Department web page
- b. Alcorn State University Home page (news/event tabs)
- c. Alcorn State University Daily Campus New Bulletin (broadcast email)

4. Notification in the following publications: (requested)

- a. Alcorn State University Student Catalog
- b. Student Handbook
- c. New Student Orientation Packets
- d. New Employee Orientation Packet
- e. Alcorn State University campus newspaper
- f. Alcorn State University Student Affairs Newsletter

