2019

Tuskegee University

Crime Fire and Safety Report

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA) for incidents reported in 2018

Compiled by:

Chief Patrick W. Mardis, Chief of Police

Mr. Wilbert Anderson, Fire Safety Officer    Ms. Kimberly Ceaser, Judicial Advisor

Ms. Michelle Huffman-Lane, Records Supervisor
Tuskegee University
2019
Annual Campus Security Report Including the Missing Person Protocol and Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act [20 U.S.C. SS 1092 (f)] requires institutions of higher education to produce and distribute an annual report containing information on their campus crime statistics and campus security policies. In accordance with that requirement, Tuskegee University Police Department and the Title IX Office, working with partners across campus, has prepared this report. Tuskegee University ("TU," "Tuskegee," or "University") distributes this report annually to all students and employee via an email notice containing a link to this electronic version of the report. Any applicant for admission or employment may receive a copy on request.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover, Authors and Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Overview of 2017 Campus Crime and Safety Report</td>
<td>2</td>
</tr>
<tr>
<td>Campus Law Enforcement, Authority, Incident Reporting, Staying Informed, Publications</td>
<td>3-5</td>
</tr>
<tr>
<td>New Student and Employee Orientation</td>
<td>6</td>
</tr>
<tr>
<td>Emergency public Phones</td>
<td>6</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>6</td>
</tr>
<tr>
<td>Campus Public Transportation –TU Shuttle Service</td>
<td>7</td>
</tr>
<tr>
<td>Security Surveys and Operation Identification</td>
<td>7</td>
</tr>
<tr>
<td>Missing Persons Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Access to Residence Halls and Campus Facilities; Security and Lighting; Staff Training</td>
<td>9</td>
</tr>
<tr>
<td>Living Off Campus; Crime Awareness</td>
<td>11</td>
</tr>
<tr>
<td>Jeanne Clery Disclosure</td>
<td>12</td>
</tr>
<tr>
<td>Definitions used in report</td>
<td>13-16</td>
</tr>
<tr>
<td>Programs to prevent Domestic Violence, Dating Violence, Sexual Assault, Stalking</td>
<td>17-18</td>
</tr>
<tr>
<td>Crime Prevention and Safety programs Offered to Students and Staff</td>
<td>19-20</td>
</tr>
<tr>
<td>Procedures for Victims used in VAWA incidents; Victim's rights; policy</td>
<td>20-41</td>
</tr>
<tr>
<td>Sex Offender Program Information</td>
<td>42</td>
</tr>
<tr>
<td>Student’s Rights; Code of Conduct; Due Process; Judicial Procedures</td>
<td>43-44</td>
</tr>
<tr>
<td>Distribution of Timely Warnings</td>
<td>45</td>
</tr>
<tr>
<td>Emergency Procedures and Evacuations</td>
<td>46</td>
</tr>
<tr>
<td>Crimes Reported on Campus, Statistics, Unfounded Reports, Cases Reported to Outside Agency</td>
<td>47-49</td>
</tr>
<tr>
<td>Substance Abuse Education, Assistance; Alcohol and Drug use/abuse statement</td>
<td>50</td>
</tr>
<tr>
<td>Campus Map</td>
<td>51</td>
</tr>
<tr>
<td>Fire Safety Report</td>
<td>52</td>
</tr>
</tbody>
</table>
OVERVIEW

Tuskegee University (TU) is committed to providing a safe and secure environment for all faculty, staff, students and visitors. Located in the heart of the City of Tuskegee in Macon County Alabama, TU is the county’s largest employer and provides an institution of higher education and research for approximately 3,000 students and 800 employees. Founded in 1881 with Booker T. Washington as its first Principal, the campus has grown from a one-room shanty to over 100 buildings situated on over 5,000 acres of land.

TU is a city within a city, providing faculty and student housing, food services venues, a hotel and conference center, research and classroom facilities, as well as an athletic/fitness center. No campus is isolated from crime; however, TU employs a variety of security measures to protect the campus community. Tuskegee University requires all persons who come to campus to obey all laws, University and departmental rules, related to the use of each facility. Those who fail to comply are subject to arrest and/or disciplinary action through the University.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Tuskegee University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. This document is one of several tools used to inform the University community of our programs relating to domestic violence, dating violence, sexual assault and stalking. As well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed, regardless of whether the incident occurs on or off campus when it is reported to a University official.

For a complete copy of TU’s policies governing Sexual Violence, visit the university webpage at http://www.Tuskegee.edu/policies, for the student and employee policies. The University has established a Coordinated Community Response Team. The team consists of members from Student Affairs, Human Resources, TU Police, Student Conduct, the Title IX Coordinator, Campus Housing, select faculty and staff, and students. The team meets quarterly and is responsible for developing, reviewing, and revising protocols, policies, and procedures for addressing violence against women on campus.
CAMPUS LAW ENFORCEMENT LOCATION

The TU Police Department (TUPD) is located at Tompkins Hall Suite 200. The Department is open twenty-four hours a day, seven days a week, including weekends, holidays, and semester breaks.

Responsibilities

Primarily responsible for protecting the life and property of people on the TU campus, officers patrol the campus on a twenty-four hour basis and provide a full range of public safety services including:

- Investigating criminal incidents and traffic accidents,
- Providing first response to emergencies,
- Enforcing laws and University policies,
- Completing criminal and traffic reports, and
- Conducting crime awareness and prevention programs.

When a criminal act is reported, the Department will investigate the incident and make every reasonable effort to identify the offenders. Depending upon the wishes of the victim, nature of the offense, and the evidence gathered, the case would be presented for prosecution in the criminal courts of Alabama. If a member of the TU community is identified as an offender in an incident, the TU Police Department also will notify the appropriate University administrator so that administrative disciplinary action may be taken.

Training

Officers are professionally trained and certified in accordance with the Alabama Peace Officer's Standards and Training Commission and attend continuing in-service training programs to further their skills. In raising the standards, some officers have graduated from the FBI National Academy and the Southern Law Enforcement Executive Development Program.
Authority Code of Alabama section 16-47-10

The President of the University may appoint or employ one or more suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property of the University. Such person shall be charged with all the duties and invested with all the powers of police officers. The officer may eject trespassers from the University buildings and grounds. The officer may, without warrant, arrest persons who commit disorderly conduct, or trespass on the property of the institution, or in any circumstance in which an arrest by a police officer without a warrant is authorized by law, and carry them before the nearest district court or municipal court charged with the trial of such offenders. Upon proper affidavit charging the offense, the person arrested may be tried by the court and convicted as in the case of persons brought before the court on a warrant.

Joint Commission- TU Police Officers share a joint commission with the Tuskegee City Police Department. This authority, passed by Alabama Legislative Act, permits concurrent enforcement of city ordinances, initiating arrests for criminal acts, investigation of alleged criminal offenses, and the booking of prisoners in the Macon County Metro Jail. In addition, the Macon County Sheriff has commissioned TUPD officers to assist them as part of a county-wide special operations team on emergency response.

Macon County Law Enforcement ► 5 Agencies with 1 mission
“YOUR SAFETY”
HOW YOU CAN HELP CREATE A SAFE CAMPUS

Safety, security, and crime prevention are the responsibilities of everyone. The cooperation and involvement of faculty, staff, and students are essential to having a safe campus. The safety and security of you and your belongings begin with your own awareness and commitment to the safety of the community.

Reporting Incidents

Like any other community of people, TU experiences accidents, injuries, crimes, and other emergencies. To report voluntary incidents, potential criminal actions, or suspicious incidents, TU faculty, medical personnel, staff, students, and visitors should notify the TU Police Department at (334) 724-4911. The University has emergency two-way (blue light) phones throughout campus for use during emergencies. By pressing the button on the stations, users can communicate directly with the TU Police Communications Center. To report an incident of a confidential nature, an individual should contact a Campus Security Authority (TU Police, Athletics, Student Housing & Residential Life, Student Life, Provost, Student Services, Resident Coordinators, Resident Assistants, and Faculty Advisors to Student Organizations).

Monitoring and recording criminal activity at off-campus events

The University relies on its working relationships with the local law enforcement agencies to receive information about incidents involving students off-campus. The TU Police Department will actively investigate any crime information it receives concerning or involving a member of the campus community. If the University is notified of a crime, the department may issue a crime alert, detailing the incident and providing tips so that other community members may avoid similar incidents.

Stay Informed

The TU Police Department uses a variety of methods to keep the campus informed about incidents occurring on and near campus. The Department website www.Tuskegee.edu/police contains information about crime prevention, programs and services, news and events, links for outside resources, and much more.

Publications

The TU Police Department prepares and distributes numerous brochures and pamphlets covering topics such as sexual assault awareness, general crime prevention, sexual assault, domestic/dating violence, active shooter, harassing phone calls, bicycle safety and security, and traffic safety.
New Student and Employee Orientations

New students are provided crime awareness information through New Student Orientation. New employees receive information through the New Employee Orientation Program.

Emergency/Public Telephones

For the safety of the TU community, several emergency/public telephones are strategically located across campus. These telephones may be used to make direct campus emergency calls. For emergencies, press the emergency button, which will connect you directly with the TU Police Department. Your location will be automatically identified for the police dispatcher, and a TU police officer will be dispatched to the area if necessary.

Lost and Found

TUPD operates a lost and found area. You can stop by the TU Police Department to drop off found property or inquire about lost property. Call (334) 727-8757 for more information.
CAMPUS TRANSPORTATION

TU Shuttle Service

The TU Shuttle Service is a service that provides transportation throughout the University campus. With a valid TU ID badge, students, employees, and authorized visitors can enjoy fare-free bus transportation throughout campus. Bus routes and scheduled times are provided at the front gate security station, all residence halls, and the Kellogg Conference Center and Hotel.

Security Surveys

Free security surveys are offered by the TUPD for campus buildings and on-campus residents. For more information, call Chief Patrick Mardis at (334) 727-8757.
MISSING PERSON PROCEDURES

Students who reside in on campus housing facilities are encouraged to report a student that has been missing for 24 hours to the University Police Department (TUPD) or a campus security authority. The campus security authority (Athletics, Student Housing & Residential Life, Student Life, Provost, Student Services, Resident Coordinators, Resident Assistants, and Faculty Advisors to Student Organizations) will be required to report any official missing student to the TUPD.

Per the Clery Act, the University will give each student living in an on campus housing facility the option to identify a contact person(s) who the institution shall notify if the student is determined to be missing by the TUPD.

Students contact information will be registered confidentially and this information will be accessible only to authorized campus officials and the TUPD. This information may not be disclosed outside of a missing person investigation. Students under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian when the student is determined to be missing within 24 hours, in addition to any additional contact person designated by the student.

If a student did not name a contact person to notify, and the TUPD receives a report that the student is missing, the TUPD will conduct an investigation to determine if the student is officially missing. If the student has designated a contact person, the TUPD will notify that contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the TUPD will notify the student’s custodial parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, TUPD will conduct an investigation to determine if the student is officially missing within 24 hours.

EMERGENCY PROCEDURES

Standard Operating Procedures campus emergencies are located on the University Web Page (www.Tuskegee.edu/police) in two formats: Basic Information- for students, faculty and staff and Comprehensive Format- which is a detailed version for Administration, written in the National Incident Management System (NIMS Compliant) requirement.
Access to Campus Facilities and Residence Halls

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

Exterior doors of the residence halls are locked twenty-four hours a day. A resident's individual room key also unlocks the main door. All visitors must be escorted through the residence halls by a resident. In the event of a lost key, the student's room locks are changed.

STAFF TRAINING

All residence life staff members undergo thorough training in enforcing residence hall security policies. As part of the responsibility for residence hall security, all residence life staff members participate in lectures and seminars that are conducted by Institute administrators and police and associated with the safety and security of the campus.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

The University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Department members conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate work order, which is acted upon by a representative of the appropriate maintenance office, usually within 24 hours or the next business day. We encourage community members to report any deficiency in lighting to Facilities at (334) 727-4415. Any community member who has a concern about physical security should contact TUPD at (334) 727-8757.
Representatives from the police department and physical plant work together to identify inoperative locking mechanisms on a continual basis. We encourage community members to promptly report any locking mechanism deficiency to Physical Plant Operations at (334) 727-4415, or to TUPD at (334) 727-8757. Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.
LIVING OFF-CAMPUS

TU owns off campus residences reserved for senior staff and administrators only. Neither the TU Housing Department nor TU provides constant supervision for off-campus housing, apartments, or individual homes. All students receive crime awareness information and whether they live on or off campus, are encouraged to report all crimes to the appropriate police agency.

If community members report crimes or serious incidents to other University administrators, those administrators will notify the TUPD. Representatives of these offices will promptly notify and collaborate with TUPD to issue a crime alert, if one is appropriate.

CRIME AWARENESS AND PREVENTION SPEAKERS

You can request a speaker from the TU Police Department to come and talk with your group or organization about crime awareness and prevention. To request a speaker, call Chief Patrick Mardis at (334) 727-8757.

The TU Police Department also works closely with the Office of Title IX and Student Affairs. In this collaboration, programs include:

- **Campus Watch**- This program encourages the community to take an active role in the fight against crime.
- **Drug and Alcohol Abuse**- This program is designed to educate our students on the cause and effect of drugs and alcohol abuse.
- **Pedestrian Safety Campaign**- Encourages safe habits and adherence to traffic policies.
- **Operation ID**- Property protection with the aid of an engraver. The engraver assists with the speedy recovery of lost or stolen property.
- **Domestic Violence Seminar**- Teaches the signs and symptoms of abuse.
- **Workplace Violence Seminar**- Learn the different methods to identify and curtail workplace violence. Reviews the laws and employee rights and procedures to take when faced with this type of situation.
- **Personal Safety Awareness Seminar**- Informs the community of the possible dangers of unwanted/uninvited individuals that could be lurking in the area.
- **Rape Aggression Defense**- Program that teaches an individual how to become aware of potential aggressors and how to protect oneself from existing aggressors. TU students and employees learn how to defend themselves if attacked.
- **Active Shooter Response** – this program teaches response options during a violent intruder and/or active shooter event.
Safety programs begin with orientation for incoming freshmen and their parents. Once school begins, the Crime Prevention Unit continues with educational programs throughout the year in the residence halls as requested. All programs are available to students, faculty and staff upon request or if a need becomes apparent.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Tuskegee University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. As a result, TU issues this statement of policy to inform the University community of our programs to domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a university official.

For a complete copy of TU's policies governing Sexual Violence, visit http://www.Tuskegee.edu
Crimes and Definitions for reporting requirements of the Jeanne Clery Act under the authority of the Office of Post Secondary Education of the U.S. Department of Education

Part 1- Primary Crimes

1. **Murder and Non Negligent Manslaughter**- The willful (non negligent) killing of a human being by another
2. **Negligent Manslaughter**- The killing of another person through gross negligence
3. **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. Simple assaults are excluded.
4. **Arson**- The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act Offense that must be investigated before it can be disclosed. If other Clery act Offenses were committed during the arson incident, the most serious is counted in addition to the arson.

5. **Burglary**- The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
6. **ROBBERY**- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
7. **Motor Vehicle Theft**- The theft or attempted theft of a motor vehicle. A motor vehicle is self propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

SEX OFFENSES

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are rape, fondling, incest and statutory rape.

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

11. **Statutory Rape**-Non forcible sexual intercourse with a person who is under the statutory age of consent.

**PART 2- ALCOHOL, DRUG, AND WEAPONS VIOLATIONS**

The Clery Act requires institutions to collect statistics for violations of state law and/or ordinances for drug, alcohol and weapons violations

12. **Liquor Law Violations**- The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

13. **Weapons Possession**- The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

14. **Drug Abuse Violations**- Violations of State or local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); Marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Part 3- HATE CRIMES**

The Clery Act requires institutions to collect crime statistics for hate crime associated with either the commission of a primary crime or the lessor offense of larceny-theft, simple assault, intimidation, destruction of or vandalism of a building or property.

15. **HARE CRIMES**- A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Under the Clery Act**, hate crimes include any of the following offenses motivated by bias: Murder and Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny/theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property. Larceny/theft, simple assault, intimidation, and damage/destruction/vandalism of property are included in the Clery Act statistics only if they are Hate Crimes.
**Larceny-Theft**- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault**- An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation**- To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. This includes cyber intimidation if the victim is threatened on Clery geography.

**Destruction, damage or vandalism of property**- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

**Part 4- Violence Against Women Act (2013) Crimes**

16. **Domestic Violence**- 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; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

17. **Dating Violence**- 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 with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

18. **Stalking**- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

**Course of Conduct**- means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a persons property.
Substantial Emotional Distress—means significant mental suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling.

Reasonable Person—means a reasonable person under similar circumstances and with similar identities to the victim.
PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The University engages in 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, and 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.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and that:

- Identifies domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Alabama;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provides information on risk reduction;
- Information regarding:
  - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
o how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
o existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
o options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
o procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientations; presenting programs throughout the year at least on a quarterly basis, (The TU Lyceum Series).

Primary Prevention and Awareness Programs

The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
The University offered the following **primary prevention and awareness programs for all students, faculty and staff** in 2018:

<table>
<thead>
<tr>
<th>Name of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Active Shooter Training</td>
</tr>
<tr>
<td>Athlete Safety</td>
</tr>
<tr>
<td>Anti-Hazing Presentation</td>
</tr>
<tr>
<td>Active Shooter Training</td>
</tr>
<tr>
<td>Fire Safety/Macon Co Fire Assoc.</td>
</tr>
<tr>
<td>Student Sexual Assault</td>
</tr>
<tr>
<td>Severe Weather/Emergency Situations</td>
</tr>
<tr>
<td>Cell Phone Applications for Safety</td>
</tr>
<tr>
<td>Security Upgrades on campus</td>
</tr>
<tr>
<td>Annual Health/Safety fair</td>
</tr>
<tr>
<td>International Student Safety</td>
</tr>
<tr>
<td>ROTC Student Safety</td>
</tr>
<tr>
<td>AKA Sorority Safety program</td>
</tr>
<tr>
<td>Adams Hall Self Defense</td>
</tr>
<tr>
<td>Community Safety</td>
</tr>
<tr>
<td>Crisis Response Training</td>
</tr>
<tr>
<td>Band Safety</td>
</tr>
<tr>
<td>Title IX issues</td>
</tr>
<tr>
<td>Student Safety- Residence Halls</td>
</tr>
</tbody>
</table>

*Safety Presentations included: Drug Awareness, Personal Safety, Active Shooter, Policies, Judicial, Sexual Assault Prevention and Theft Prevention*
Ongoing Prevention and Awareness Programs

The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to crime prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at any Rape Response and Sexual Assault Nurse Examiner (S.A.N.E.) Facility or any area hospital. They should also call Rape Response at (334) 705-0510.

In Alabama, evidence may be collected even if you chose not to make a report to law enforcement. If you are on or near the TU campus, you may contact the TU Police at 334-724-4911, and the dispatcher will notify a police officer who will transport you to the local rape crisis center, S.A.N.E. Facility or hospital.

If you are off-campus and need assistance, contact local law enforcement by dialing 911. University personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.

You may also contact Rape Response directly at 334-705-0510. This is a 24-hour confidential hotline. At Rape Response/SANE, you will receive a range of free and confidential services, including a medical examination, forensic evidence collection, medical advocacy, crisis counseling, and legal advocacy services. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in proceedings, if you decide to prosecute.
It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or a sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with TU Police or other law enforcement personnel to preserve evidence in the event that the victim changes her/his mind at a later date.

**Involvement of Law Enforcement and Campus Security Authorities**

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline involvement with the police. In Alabama, you may file a police report without providing your name. The Office of Title IX will assist any victim with notifying local police (if they so desire). TU Police Department may also be reached directly by calling (334) 724-4911, in person at Suite 200 Tompkins hall.

In addition to TUPD as being an intake point for Clery Incidents, the university appoints persons as “Campus Security Authorities” (CSA’s) whom are individuals encompassing four groups:

1. TUPD
2. Any individual who have responsibility for campus security but is not a member of TUPD (i.e persons who monitor the entrance to institutional property)
3. Officials having significant responsibility for student activities (i.e. housing, judicial, etc.)
At Tuskegee University, an example of such CSA’s include, but is not limited to the following:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Office of the President</td>
<td>334-727-8501</td>
</tr>
<tr>
<td>Office of the Provost</td>
<td>334-727-8058</td>
</tr>
<tr>
<td>Office of Title IX</td>
<td>334-724-4768</td>
</tr>
<tr>
<td>Office of Human Resources</td>
<td>334-727-8510</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>334-727-8422</td>
</tr>
<tr>
<td>Office of Judicial Affairs</td>
<td>334-727-8422</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>334-727-8262</td>
</tr>
<tr>
<td>Office of Housing and Residential Life</td>
<td>334-727-8915</td>
</tr>
<tr>
<td>Athletic Department (including all coaches)</td>
<td>334-727-8849</td>
</tr>
<tr>
<td>Dean of Chapel *</td>
<td>334-727-8702</td>
</tr>
<tr>
<td>Wellness Center*</td>
<td>334-727-8238</td>
</tr>
<tr>
<td>Student Health*</td>
<td>334-727-8641</td>
</tr>
<tr>
<td>Campus Safety Officer</td>
<td>334-552-1299</td>
</tr>
<tr>
<td>Organizational Advisors or Sponsors (Student Life)</td>
<td>334-727-8838</td>
</tr>
<tr>
<td>Residential Assistants (RA’s)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Members of the clergy, professional counseling, medical physicians are exempt from mandatory reporting of Clery Act offenses when acting in their official role. However, for statistical information only, these authorities are encouraged to report that an incident has occurred to the Chief of Police at TUPD for Clery Reporting only (Incident, Not victim information).

**Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Dean of Students – Room 202 Tompkins Hall or the Title IX Coordinator, by phone (334) 727-8026, in writing or in person Suite 100 Kresge Center and TU Police at (334) 724-4911, Suite 200 Tompkins hall (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault and stalking made to TU Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.
Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the TU Police Department (TUPD) or local law enforcement. Students should contact the Office of Title IX at (334) 727-8026 and/or TUPD at (334) 724-4911 and employees should contact an immediate supervisor or the Office of HR Employee Relations (334) 727-8510.
Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Alabama, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

**Within 72 hours after a victim files a crime report, the assisting local law enforcement agency shall provide the victim with the following:**
1. a list of local emergency and crisis services
2. the name and phone number of the officer and the agency handling your report
3. the name and phone number of the prosecuting attorney
4. the procedural steps in a criminal prosecution
5. the availability of victim's compensation benefits
6. a listing of your rights as a victim including a form to insure you are given your rights
7. the existence and eligibility requirements of restitution and compensation
8. a recommended procedure if you are subject to threats or intimidation as a victim

**A crime victim also has a right to:**

1. notification of all criminal proceedings and charges filed against the defendant, with the exception of initial appearance, and the right to be present at all proceedings
2. necessary information regarding the appropriate agencies from which you may request information
3. an explanation of the pre-sentence report and the right to make a written or oral statement to the probation officer, and a right to review the pre-sentence report
4. be notified of the time and place of any sentencing hearing and to make a written or oral statement, or present any information at a sentencing proceeding or any other proceeding as authorized by law
5. information regarding the return of any property taken
6. be provided the date of conviction, acquittal or dismissal of charges against the defendant and the sentence imposed
7. refuse an interview or other communication with the defendant, his attorney or anyone acting on his behalf
8. the status and results of any post-conviction appeal
9. be provided a waiting area separate from the defendant, his relatives, and defense witnesses if available and practical
10. submit a statement to be entered into the inmate's records that you are to be notified of release, on bond, from prison, escape, re-arrest, or death of the prisoner
11. information regarding collection of restitution
12. any release opinion by the Alabama Department of Mental Health
13. be notified of any Pardon and Parole Board hearings and the right to be present and heard at such hearings

For more information, please see the State of Alabama, Office of the Attorney General's website http://www.ago.state.al.us/Page-Victims-Assistance-Crime-Victims-Rights or call the State of Alabama’s Victim Assistance Hotline (800) 626-7676.

Rights of Victims and the University's Responsibilities for Orders of Protection, “No Contact” Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the University

TU complies with Alabama law in recognizing protection from abuse orders. Any person who obtains an order of protection from the State of Alabama or any other state should provide a copy to TU Police and the Office of the Title IX Coordinator. A complainant may then meet with TU Police to develop a Safety Action Plan, which is a plan for TU Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: imposing a no contact order on the Responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties; and interim suspension of the Responding party. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). To apply for a Protection from Abuse Order (PFA) you must file a petition, which can be obtained from the circuit clerk in your county, usually located at the county courthouse.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, TU will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations.
The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Office of Student Affairs (students) and TU HR Office of Employee Relations (employee). The Office of Student Affairs and the Title IX Coordinator (students), and/or Human Resources (employees) can assist victims with these accommodations.

**On and Off Campus Services for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, TU will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

**On-campus**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU Police</td>
<td>Suite 200 Tompkins Hall</td>
<td>334-724-4911</td>
</tr>
<tr>
<td>Student Health</td>
<td>Kinney Hall</td>
<td>334-727-8647</td>
</tr>
<tr>
<td>Student Health and Wellness Counseling Services</td>
<td>516 Univ. Ave</td>
<td>334-727-8435</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Suite 202 Tompkins Hall</td>
<td>334-727-8421</td>
</tr>
<tr>
<td>VP Student Affairs</td>
<td>Suite 500 Tompkins Hall</td>
<td>334-724-4746</td>
</tr>
<tr>
<td>Office of Employee Relations- HR</td>
<td>Suite 101 Kresge Center</td>
<td>334-727-8510</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Suite 202 Tompkins Hall</td>
<td>334-727-8026</td>
</tr>
<tr>
<td>City of Tuskegee Police Dept.</td>
<td></td>
<td>334-727-0200</td>
</tr>
<tr>
<td>Macon County Sheriff’s Department</td>
<td></td>
<td>334-727-2500</td>
</tr>
</tbody>
</table>
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

http://www.rainn.org – Rape, Abuse and Incest National Network
http://www.ovw.usdoj.gov/sexassault.htm - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.htmlDepartment of Education, Office of Civil Rights

Confidentiality

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Resolution of Violations

The University’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.
University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;

The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.

However, advisors are not allowed to speak and are allowed only to confer with their advisee. An advisor who violates this limitation could subject the advisee to additional sanctions or conduct action under the Student Code. Participants electing to be accompanied by an advisor must notify the Chair at least three (3) business days prior to the hearing;

4. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and

5. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.
In addition to the above, The Student Violence and Sexual Misconduct Policy allows the following additional rights:

The Reporting party will also be afforded the following rights:

- The University will inform the Reporting party of available counseling services, medical services, mental health services, and other campus and off campus resources for assistance for victims of violence and sexual misconduct.
- The Reporting party may request changes to academic and living situations after violence and sexual misconduct occurs. The Office of Advocacy, Rights and Conduct may be able to help facilitate such changes.
- The Reporting party has a right to request issuance of a campus "no-contact order," to prohibit the Responding party from having contact of any kind (including electronic contact or contact from third parties acting on the Responding party's behalf) with him or her either on an interim or on a permanent basis.
- The University will not consider the prior, sexual behavior or history of the Reporting party with other individuals, or their engagement in under-age drinking in any investigation of sexual misconduct.
- The Reporting party may report incidents of violence and sexual misconduct to local law enforcement, which will not prevent University disciplinary action.
- The Reporting party has the right to submit physical evidence in the event of sexual assault.

The Responding party will also be afforded the following rights:

- To a general notice of the allegations, or Code of Conduct charges (if applicable), and access to policy statements regarding the investigation process and possible sanctions.
- To receive information regarding University and community support resources (including but not limited to modification of academic, living, transportation, or working situations to avoid a hostile environment, and available health counseling, mental health counseling, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid).
Whether or not criminal charges are filed, the University or a person may file a complaint under the TU Student Violence and Sexual Misconduct Policy (student policy) and/or the Violence Prevention and Response Policy (employee policy), depending on the status of the accused (student or employee):

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Student Violence and Sexual Misconduct Policy

1. How to File a Disciplinary Complaint Under this Policy
   Students should immediately report domestic violence, dating violence, sexual assault, and stalking to the TU Police Department (TUPD) (334) 724-4911. The TUPD will also inform the University Title IX Coordinator of the incident. Any criminal investigation by TUPD or other law enforcement agency is independent from any disciplinary investigation undertaken by the University under this policy.

   Students may also report sexual misconduct to the University's Title IX Coordinator, (334) 727-8026; Regardless of whether a Reporting party decides to pursue a criminal investigation, the University's Title IX Coordinator will take immediate steps to investigate the report, to protect the Reporting party, and to ensure the safety of the campus community.

   If a criminal complaint is filed in addition to the University complaint, the University will continue implementing its own procedures regardless of the timeline of the criminal proceedings or their outcome, unless the University is advised by the TUPD or other law enforcement agency that doing so could jeopardize the criminal investigation.

2. How the University Determines Whether This Policy will be used
   Any action involving a student is referred to the Title IX Officer to determine if this policy is applicable.
3. Steps in the Disciplinary Process

1. Complaint
   a. When it is alleged that a student, student group or student organization has violated this Policy the Title IX Coordinator will be notified.
   b. The Title IX Coordinator will assign the matter to a Title IX Investigator to conduct an investigation. If at any time during the investigation, the Title IX Investigator determines that there is no reasonable cause to believe that a policy has been violated or misconduct has occurred, the Title IX Investigator will notify the Title IX Coordinator of same and the investigation shall be concluded and the complaint dismissed. The Reporting party may appeal the dismissal of the complaint pursuant to Appeals Procedures Section of the full policy.

2. Notification
   a. If the Title IX Investigator determines there is reasonable cause to believe a policy has been violated, the Responding party will be notified in writing (the “Notification”) of the Title IX investigation.
   b. The Notification will be sent to the Responding party’s TU email address of record, the mailing or permanent address appearing in the University’s student information system, an address appearing in a police report, or through personal contact.
   c. The Notification will include:
      i. A description of the alleged misconduct.
      ii. A description of the provision of the conduct or University policy alleged to have been violated.
      iii. A request that the Responding party notify the Title IX Investigator to set up a meeting within the timeframe designated in the Notification. If the Responding party does not schedule or attend the meeting by the date specified in the Notification, the Title IX Investigator may make findings and determinations, assign sanctions and complete any investigation based on the information in their possession without the Responding party’s participation.
iv. Information about the right to have an advisor attend any conduct proceeding contemplated in these procedures.

3. Title IX Investigation
   a. The Title IX Investigator is responsible for conducting a prompt, objective and equitable investigation into the alleged violation(s) of this Policy.
   b. As part of the Title IX Investigation, the Title IX Investigator will meet with the Responding party and the Reporting party, separately. At the meetings, the Title IX Investigator will:
      i. Explain each party of his/her rights;
      ii. Explain the allegations clearly and fully to the Responding party;
      iii. Allow the Responding party the opportunity to accept or deny responsibility for the alleged conduct violation(s);
      iv. Explain the resolution options;
      v. Explain the right to have an advisor attend any conduct proceeding contemplated in these procedures;
      vi. Explain the conduct and appeal process and
      vii. Allow the Reporting party and Responding party to identify witnesses who may have information pertinent to the alleged conduct.
   c. The Investigator will speak to witnesses identified by the Responding party or the Reporting party.
   d. At the conclusion of an investigation, the Title IX Investigator shall prepare a written Report, which will include a statement of factual findings and a recommendation as to whether there was a violation and a recommendation as to sanctions, if any.
   e. The Responding party and the Reporting party shall be notified in writing of the Title IX Investigator’s finding and recommendation for sanctions, if any, consistent with FERPA or other regulations regarding the disclosure of education records.
f. The Responding party and the Reporting party may accept or reject the recommendation. If both the Responding party and the Reporting party accept the recommendation, then the Title IX Coordinator will implement the recommendation and sanctions, if any. The acceptance of the recommendation cuts off each party’s right to appeal. If either the Responding party or the Reporting party rejects any part of the recommendation, then the process will proceed to a resolution hearing as to only that part of the recommendation which was rejected. The Responding party or the Reporting party may accept or reject the recommendation at any time prior to the date of the resolution hearing.

4. Resolution Hearing Notice

The Chair, in coordination with the Conduct Body, will select a date and time for the resolution hearing. The Chair will notify the Responding party and the Reporting party of the hearing date and time at least ten (10) days prior to the hearing. The hearing notice will be in writing and will include the following information:
   a. The date, time, and location of the hearing;
   b. The names of the Conduct Body Members;
   c. Information about how to submit witness names to Chair;
   d. Information about how to submit Advisor name to Chair.
   e. A Responding party or Reporting party who cannot attend the scheduled hearing must contact the Chair to request a new date and/or time for the meeting at least three (3) business prior to the hearing. It is at the discretion of the Chair if the hearing will be rescheduled and a Responding party and a Reporting party may only request one change to the date and/or time of the hearing.
   f. If, after proper notice, the Responding party does not appear at the scheduled date and/or time, the Conduct Body may conduct the meeting without the Responding party’s participation, determine the Responding party’s responsibility for the alleged violation(s) and assign sanctions based on the information in its possession. An unexcused absence from a meeting, without just cause, may also result in additional charges under the Student Code.
g. A hearing may be conducted on a non-business day at the discretion of Chair, as applicable, with the agreement of all involved participants.

5. Resolution Hearing Before the Conduct Board
   a. At the resolution hearing, the Chair will explain hearing procedures to the Responding party, Title IX Investigator, Reporting party, and other participants.
   b. The Chair is responsible for facilitating the meeting and will make decisions regarding witnesses, evidence, and procedures. The Chair may exclude any person who disrupts the resolution meeting.
   c. The Conduct body will hear and receive information and witnesses presented by the Responding party, the Reporting party and Title IX Investigator, review the Title IX Investigator’s Report and other information, and ask questions.
   d. The Responding party and the Reporting party will also have the opportunity to submit questions to the Chair regarding participating witnesses. The Chair will determine relevancy of the questions submitted.
   e. The Responding party and the Reporting party will not be permitted to directly question each other and are not required to be present together at any point during the process, including the meeting.
   f. The Chair will conclude the meeting by explaining next steps in the process.
   g. During the hearing, the Reporting party and the Responding party has the right to give opening and closing statements. The Responding party and Reporting party are entitled to be assisted by an advisor during a resolution hearing. Advisors are not allowed to speak and are allowed only to confer with their advisee. An advisor who violates this limitation could subject the advisee to additional sanctions or conduct action under the Student Code. Participants electing to be accompanied by an advisor must notify the Chair at least three (3) business days prior to the hearing.
Witnesses and Supporting Information:

a. All documents to be presented at the hearing by the Reporting party or the Responding party must be submitted to the Chair at least three (3) business days prior to the hearing. The Chair will provide copies of submitted documents to the Reporting party and Responding party at least two (2) business days prior to the hearing, consistent with FERPA or other regulation governing the disclosure of educational records. Any documents submitted and/or discovered within three (3) business days of the hearing may only be considered at the discretion of the Chair.

b. Witness lists must be provided by the Responding party and the Reporting party to the Chair at least three (3) business days prior to the hearing. The Chair will provide the Responding party and the Reporting party with a complete witness list at least two (2) business days prior to the hearing.

c. Members of the University community are encouraged to appear at the hearing as witnesses if they have knowledge or information regarding the incident or alleged violation in question and if they have been requested to appear. Individuals who are not members of the University community will generally be permitted to appear as a witness if they have direct knowledge or information regarding the incident or alleged violation in question.

d. Character witnesses are not accepted.

6. Resolution Conduct Body’s Decision – See below #5 Decision-Making Process

4. Anticipated Timelines
The Title IX Coordinator will resolve these reports or complaints equitably and as promptly as practicable after the report or complaint is made. Ordinarily, the resolution process shall be concluded no later than sixty (60) days following the receipt of a complaint. More specific timelines can be found in the above section (Steps in the Disciplinary Process).
5. Decision-Making Process

a. After the conclusion of the hearing, the Conduct Body will deliberate privately. The determination(s) of the Conduct Body will be made by majority vote. The deliberations will not be recorded.

b. The Conduct Body will first determine whether the Responding party is responsible for the alleged violation(s). If the Responding party is found not responsible for all alleged violation(s), the matter will be dismissed and concluded without further proceedings for the Responding party.

c. If the Responding party is found responsible for one or more of the alleged violation(s), the Conduct Body will determine fair and appropriate sanction(s) and make sanction recommendations. While determining fair and appropriate sanction(s) the Chair will notify the Conduct Body of the Responding party’s previous student conduct history. Previous student conduct history will be limited to student conduct cases where the Responding party accepted responsibility, or was found responsible for violating the Student Code. Cases where the Responding party was not found responsible for violating this Policy or all charges were dismissed will not be introduced.

d. When notifying the Conduct Body of a Responding party’s student conduct history, the Chair will provide the date of the incident, a description of the violation(s), and the assigned sanctions. However, information which implicates federal privacy laws or is protected from disclosure (e.g. FERPA, HIPAA) may be excluded.

e. After the conclusion of deliberations, the Chair will compile a Student Conduct Resolution Report summarizing the alleged violation(s), the Conduct Body’s findings as to each alleged violation, and sanction recommendations, if any and will forward the report within five (5) business days to the Title IX Coordinator, as applicable, who will review the findings and recommended sanction(s), if any.

f. After reviewing the report, the Title IX Coordinator, as applicable, will forward the report to the Chair who will send the Responding party and the Reporting party a copy of the Student Conduct Resolution Report and assigned sanction(s), if applicable within five (5) business days of receiving the Report from the Title IX Coordinator, unless circumstances warrant otherwise. The Report will be sent to the Responding party’s and the Reporting party’s TU email address of record, the mailing or permanent address appearing in the University’s student information system, an address appearing in a police report, or through personal contact.
g. Either the Responding party or Reporting party may request an appeal of the Conduct Body findings within (5) business days of receiving notification of the finding.

h. When suspension or expulsion are recommended by the Conduct Body, the Vice President for Student Affairs receives the recommendation, reviews the case, and makes a final decision regarding the recommendation. The response to the recommendation will be communicated to the student(s) involved by the Vice President for Student Affairs. Similar due process procedures will be available for student groups/organizations.

6. **Standard of Evidence**
   Preponderance of the Evidence

7. **Possible Sanctions**
   Any student found responsible for violating the provision on non-consensual sexual intercourse will likely receive a sanction of suspension or expulsion. Any student found responsible for violating the provision on non-consensual sexual contact, sexual exploitation, or sexual harassment will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous conduct code violations. The Office of the Dean of Students reserves the right to broaden or lessen any range of recommended sanctions in the event of mitigating factor or egregiously offensive behavior. The following is a list of all possible sanctions:

- Informal Warning
- Formal Warning
- Parental/Guardian Notification
- No Contact Order
- Conduct Probation
- Loss of Privileges and Exclusion from Activities
- Restorative Actions
- Campus and/or Community Service
- Facility Suspension
- Facility Expulsion
- Educational Assignment/Initiatives
- Residence Hall Transfer or Removal
- Restitution
- Restriction from Employment at the University
- Prohibition or limitation on University employment
- Removal from Specific Courses
• Suspension
• Expulsion
• Additional Sanctions: Additional sanctions may include, but are not limited to, requiring the student to attend a counseling, drug, or alcohol consultation, required to have drug/alcohol testing, or required to have a psychological or psychiatric evaluation.

If a student fails a drug test, additional sanctions may include, but are not limited to, requiring the student to complete educational assignments, requiring the student to have a drug assessment, requiring the student to seek treatment, or attend a counseling consultation. Depending on the circumstances of a failed drug test, a student may also be suspended, or expelled from the University.

In situations involving some of the sanctions listed above, a student may be asked to relinquish any University office held. If student leaders are charged with a violation of serious non-academic misconduct, they may be removed from the leadership position until the matter is resolved. Sanctions may also result in permanent removal from leadership positions.

This may also include prohibition from representing the University in any capacity. This could also result in the loss of certain scholarships and financial aid. In addition to the sanctions described, the Conduct Officer or Conduct Committee may apply or recommend additional sanctions.

Failure to complete a required sanction is a serious offense. It is considered an additional violation of the Student Code of Conduct and will usually result in more serious sanctions being imposed.

Within one (1) week of a student’s failure to complete a sanction, a conduct hold will be placed on the student’s records, and any pre-registration that the student might have already conducted. Students refusing to complete sanctions also place themselves at risk of being suspended or expelled from the University.
8. **Range of Protective Measures Available to a Victim Alleging Misconduct**

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: imposing a no contact order on the Responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties; and interim suspension of the Responding party.

**Violence Prevention and Response Policy**

1. **How to File a Disciplinary Complaint Under this Policy**

Employees should immediately report domestic violence, dating violence, sexual assault, and stalking to the TU Police Department (TUPD) (334) 727-8757. TUPD coordinates required notifications to Office of HR Employee Relations for matters involving employees or the Dean of Students for matters involving students.

Any action involving an employee is referred to the Office of HR Employee Relations to determine if this policy is applicable.

2. **Steps in the Disciplinary Process**

1. **Complaint**
2. **Notification** – If the Office of Human Resources determines there is reasonable cause to believe a policy has been violated, the Responding party will be notified in writing.
3. **Human Resources Investigation** – All investigations and/or disciplinary proceedings will be conducted by University officials who are adequately trained on the issues related to these situations. The complainant and the respondent will not be permitted to directly question each other and are not required to be present together at any point during the process. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present.
The accuser, the accused, and the appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

4. Human Resources Decision – the accuser and the accused will be notified simultaneously, in writing, of any initial, interim and final decision of any disciplinary proceeding; and where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

3. Anticipated Timelines
The Office of Human Resources will resolve these reports or complaints equitably and as promptly as practicable after the report or complaint is made. Ordinarily, the resolution process shall be concluded no later than sixty (60) days following the receipt of a complaint.

4. Decision-Making Process
The Office of Human Resources will review all of the facts, including any documentation related to the specific complaint to make a decision. If the complaint goes before the Problem Resolution Committee, the Committee will accumulate and study the facts about the case and will submit a written report and recommendation to the Chief Human Resources Officer who will render a decision. The Chief Human Resources Officer will send a copy of the written decision to the employee and the supervisor. If the decision of the Chief Human Resources Officer differs from the recommendation of the Committee, the Chief Human Resources Officer may meet with the Committee to review the written rationale for the Committee’s decision.

5. Standard of Evidence
Preponderance of the Evidence

6. Possible Sanctions
Any employee found responsible for violating the provision on non-consensual sexual intercourse will likely receive a sanction of termination. Any employee found responsible for violating the provision on non-consensual sexual contact, sexual exploitation, or sexual harassment will likely receive a sanction ranging from progressive disciplinary actions that may include termination, depending on the severity of the incident and taking into account any previous conduct code violations.
Confirmed violations of this policy will result in appropriate consequences commensurate with the offense, up to and including dismissal from academic programs or termination of employment, appointment, or other relationships with TU. Interim actions may be taken by TU prior to final resolution. Individuals may also be subject to arrest, criminal prosecution, and/or may be barred from campus.

The Office of Human Resources reserves the right to broaden or lessen any range of recommended sanctions in the event of mitigating factors or egregiously offensive behavior. The following is a list of all possible sanctions:

- **Verbal Warning** – The step should be used for first-time, minor policy violations.
- **Written Warning** – A written warning may be given after repeated violations, after a verbal warning, or for serious first-time misconduct. An employee who receives three written warnings during an 18-month period (whether or not the first two written warnings resulted in probation and/or suspension) may be terminated without proceeding through the remaining steps in the disciplinary process.
- **Suspension** – Suspension without pay may be imposed for repeated violations after a written warning has been issued or for serious first-time misconduct. Suspensions may not exceed ten working days. No vacation, holiday, or sick time benefits will be paid by TU during suspension.
- **Imposed Probation** – An employee may be placed on probation for repeated violations after a written warning has been issued or for serious first-time misconduct. The probationary period may not exceed 90 calendar days. Imposed probation may be used in lieu of suspension and probation are combined.

If an employee fails to satisfactorily meet the goals or expectations during the imposed probation period, further disciplinary action up to, and including, discharge may occur.

Merit based increases will not be given to the employee during an imposed probationary period. Vacation and personal holidays will continue to accrue but will not be granted during this period of imposed probation. Imposed probation does not affect an employee’s access to the formal Problem Resolution Procedure.

- **Termination** – Termination may occur immediately and without notice and/or without pay in lieu of notice for repeated violations of policy or for first-time incidents of gross misconduct. Termination should only occur after a careful review of the case with the appropriate departmental representative and the HR Employee Relations Office.
• Administrative Leave – Administrative leave may be imposed, with or without pay, in cases when it is believed that normal unit operations or safety would be affected or when TU officials need time to gather information for determining the specific disciplinary action which needs to be taken.

• Demotion – Demotion may be used as a remedy and not as a step in the progressive disciplinary process when an employee cannot perform assigned job duties satisfactorily. It is most often used when an employee’s skills are not matched to the job assignment. It may be possible to demote the employee into a position of lower classification in the same department with a resultant decrease in salary. A demotion without a decrease in salary must be approved by the appropriate vice president, the Provost, or by the Chief Human Resources Officer.

7. Range of Protective Measures Available to a Victim Alleging Misconduct

The Office of Human Resources will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: imposing a no contact order on the Responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties; and interim suspension or imposed probation of the Responding party.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the University.
**Notification to Victims of Crimes of Violence**

The University will, upon written request, disclose to the alleged victim of a crime of violence, 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 the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

**Sex Offender Registration**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also mandates sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services or is a student.

In Alabama, convicted sex offenders must register with the sheriff of the county of his or her legal residence. Information on Registered Sex Offenders can be obtained at the TU Police Department or on the Alabama Department of Public Safety’s website located under the Sexual Offenders link: [http://alea.gov](http://alea.gov) or [http://www.icrimewatch.net](http://www.icrimewatch.net).
Student Rights in the Non-Academic Student Conduct Process (Due Process)

Students and student groups/organizations accused of a violation of the Student Code or other University conduct policy will be assured of fair and equitable treatment through consistent adherence to procedure as described below:

1. The right to receive notification of the section(s) of the Student Code allegedly violated or the charge against them and the opportunity to schedule a date and time, of any resolution meeting regarding the alleged violation(s).
2. The right to know the identity of the Reporting party (unless it will cause a clear and present danger to the Reporting party).
3. The right to challenge the objectivity or fairness of any of the persons serving on the Conduct Committee. The decision to uphold any challenge made by the Responding party rests with the Chair of the proceedings.
4. The right, in all conduct proceedings to have the presence of one (1) advisor. An advisor may consult with the Responding party, but not address the Conduct Officer or Conduct Committee or participate directly in any conduct proceedings.
5. The right to have timely access to information that will be used during any resolution meeting upon request.
6. The right to know the name of each witness (unless it will cause a clear and present danger to the witness) to appear the resolution meeting.
7. The right to introduce documents, to call witnesses, and present other information. The right to call witnesses is accompanied by the obligation to provide the name of each witness, in writing, two (2) business days in advance of the resolution meeting to the Conduct Officer or Chair of the Conduct Committee.

8. The right to be present at their resolution meeting regarding the alleged violation(s) and to make or refrain from making statements.

9. The right to ask questions of any person participating in or providing information at a conduct proceeding. All questions asked by the Responding party during a resolution meeting conducted by the Conduct Officer or the Conduct Committee are to be submitted in writing to the Conduct Officer or Chair of the Conduct Committee. The Conduct Officer or Chair has the authority to determine relevancy of questions asked by a Respondent or Complainant. In certain circumstances, questioning may be done outside the physical presence of those participating in the resolution meeting.

10. The right to receive written notification of any finding made, including written notice of sanctions or actions, if any.

11. The right to be notified when results are final.

12. The right to be notified of the request to appeal process and whether an appeal is available for the conduct or violation alleged.

13. The right to review the record that exists of a personal conduct resolution meeting in accordance with all state laws and the Family Educational Rights and Privacy Act.

14. The right to request postponement of a resolution meeting for good cause shown. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a resolution meeting rests with the Conduct Officer or Chair of the Conduct Committee.

15. The Responding party of a Title IX Sexual Misconduct report may be entitled to additional rights as set forth in the Sexual Violence and Sexual Misconduct Policy.

See the entire Student Code of Conduct Policy at: http://www.Tuskegee.edu
DISTRIBUTIONS OF TIMELY WARNINGS

The department distributes timely warnings via the University’s Tiger-ALERT emergency notification system to communicate through voice calls, SMS text messages and emails to the entire campus all at the same time. Tiger-ALERT also integrates with Facebook and Twitter.

Timely Warnings are issued to alert the University community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Once the University determines that an alert will be issued, the Information Technology Department e-mails the announcement and the police department posts it on its Website at www.TU.edu/police. The department may also post alerts on bulletin boards throughout campus and send “Be On the Look Out” (BOLO) to local law enforcement agencies.

DAILY CRIME and FIRE LOG

TUPD maintains a Daily Crime and Fire Log that records, by the date the incident was reported, all crimes, fires, and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department’s patrol jurisdiction. It is our policy to prepare an annual disclosure of crime statistics via our Annual Security and Fire Safety Report, our Daily Crime Log and on our department’s website. The Daily Crime Log is available for public inspection at the department’s headquarters. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.
Tuskegee University has long recognized the need to be prepared for critical incidents. Under the guidance of the University Safety Committee, various department and offices work together to ensure the University is doing all it can to prepare for, prevent, respond to, and recover from emergencies. In conjunction with local first responders, such as the Tuskegee City Police and Fire Departments and the Macon County Sheriff’s Office, the University is well prepared to respond to a full range of critical incidents.

The Office of Safety (Mr. Wilbert Anderson, Safety Officer) and the University Police Department (TUPD) work together to ensure our emergency protocols and plans are updated, as needed, and are applicable as new risks are identified. The University’s emergency planning website, located at www.Tuskegee.edu, not only contains important information about what to do during an emergency, but it also outlines the various initiatives underway to enhance preparedness. One such initiative is the Tuskegee University Emergency Notification System (Tiger-Alert) and its counterpart- The Blue Light Towers. This system is used to send text messages to cell phones, email notifications, audible alerts of emergency sirens and voice instruction when urgent information needs to be communicated quickly to the University community.

Upon immediate confirmation by the University Police Department or other University administrators (President, President’s Cabinet, and Marketing/Communications) that an emergency incident has occurred on campus, the University will immediately issue an emergency notification to the campus community via the University’s Tiger-ALERT emergency notification system to communicate through voice calls, SMS text messages and emails to the entire campus all at the same time. Face-to-face communication maybe utilized as well, if appropriate. Tiger-ALERT also integrates with Facebook and Twitter. However, if issuing a notification, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may decide not to immediately issue the notification. Appropriate University administrators (University Police, or President, President’s Cabinet, or Emergency Management) will determine the necessary segment or segments of the campus community to receive an emergency notification(s): such as the entire campus community, or the affected residence hall or halls, or the affected campus building or buildings, or the affected hospital(s); determine the content of the notification, such as the University Police Department will determine how much information is appropriate to disseminate at different points in time to the entire campus community, or the affected area(s).
Part of this information may tell the residents, students, and/or employees to shelter in place or to tell commuter students and employees to stay away from campus; and initiate the notification system.

TU will test (announced or unannounced) the emergency notification system on an annual basis and publicize its emergency response and evacuation procedures in conjunction with its annual test per calendar year. TU will document each annual test, including a description of the exercise, the date, time, and whether it was announced or unannounced.

The University Police Web Page (www.Tuskegee.edu/police) has a complete publishing of the Emergency Plan in both the NIMS Compliant version for responding emergency personnel/staff and a student basic safety version.

**CRIMINAL INCIDENTS ON CAMPUS**

The University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at Tuskegee.edu/police. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Student Housing and Residential Life, the Office of Student Affairs, and the Office of Title IX. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the TU Police, designated campus officials (including but not limited to directors, deans, department heads, student conduct, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year after October 1st, an email link is made available via the Campus E-Blast, Tiger-ALERT, and human resources management in reference to the web site to access a pdf copy of the Annual Security & Fire Safety Report. Copies of the report may also be obtained at the University Police Department Headquarters located at Suite 200 Tompkins Hall or by calling Chief Patrick Mardis at 334-727-8757.

**Crime Statistics**

Major crimes reported to the TU Police Department for January through December of the most recent three-year period are listed in this report. TU Police Incident Reports are subject to Alabama’s Uniform Crime Reporting Program and the Alabama Open Records Act. Using the Alabama Uniform Crime Reporting System and the MOVE software input of police reports, TUPD remains UCR complaint and its records passing annual audit by the State of Alabama.
The Code of Alabama (Section 36-12-40) states that every citizen has a right to inspect and take a copy of any public writing of this state, except as otherwise expressly provided by statute. Disciplinary referrals for violations of the Student Code of Conduct, which may include some criminal offenses specified for this report, are sometimes made directly to the Office of Judicial Affairs (Dean of Students) by individuals or campus organizations other than the TU Police.

Note: Any incidents that may have been reported only to pastoral and professional counselors of the University are generally protected by privacy rights of the client or patient and are not included in any of the following statistics, nor for any timely warning notifications to the campus.

**Unfounded Cases and Reports**

Cases that have been reported and after further investigation by law enforcement determined to be false, are classified as “Unfounded” in the state reporting database. Unless indicated otherwise, this report contains no such cases/reports.

**Off campus Crimes and cases reported to Outside Agencies**

The University Police Department makes a concerted effort to identify and assist in all investigations of criminal offenses involving its students that have been reported to surrounding law enforcement agencies. If they exist during a reporting period, they will be listed in this report.

The University Police also subscribes to an electronic reporting service “Community Crime Map”. This service provided by Lexis-Nexis notifies the Chief of Police daily of any major crime occurring within a one mile radius of the campus. Additionally a similar service is used for severe weather and any emergency occurring in neighboring school district.
# Campus Crime and Safety Report 2019

## Criminal Incidents

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**Substance Abuse Education**

TU is committed to maintaining a campus free of drug and alcohol abuse and assisting all employees and students in finding ways to address these problems. Educational programs addressing these issues are supported and encouraged through a variety of departments. Anyone aware of problems with roommates, friends, or coworkers is encouraged to contact the appropriate office for help.

**Substance Abuse Assistance**

For students with substance abuse problems, assistance is available through the TU Student Health and Wellness Center. The Student Health and Wellness Center has experienced professional counselors and psychologists to assist students in need. Students are scheduled for individual appointments, and all information is kept strictly confidential. They have a full-time substance abuse prevention coordinator and trained student peer educators available to provide information individually or in-group settings. The Student Health and Wellness Center is located at 516 University Avenue.

**Alcohol and Drug Use/Abuse**

The University has established policies and guidelines governing the possession, sale, and consumption of alcoholic beverages on the campus. A copy of the student alcohol policy may be obtained through Student Affairs. Any use of alcoholic beverages on campus must be in compliance with the Alabama Law prohibiting the use of alcohol by persons under the age of 21.

**Illegal Drugs**

University regulations prohibit the possession, sale or use of all illegal drugs as classified by the Alabama Controlled Substance Act. Any individual found in violation may be subject to arrest and sanction under the Student Code of Conduct.
Fire Safety report

Mr. Wilbert Anderson, Campus Fire Safety Officer

334-552-1299
Important Definitions

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

**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.

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

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**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.

**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 system includes 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 alarms, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

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

**Residence halls fire prevention information**

**Smoke detectors and sprinkler systems.** All residence halls have smoke detectors and sprinkler systems installed and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system, which, in turn, is connected to the TU Police Department.

**Fire Safety Equipment:** All suites/apartments are equipped with smoke detectors. Each floor in each residence hall is equipped with fire extinguishers. Fire alarm pull stations are located on each corridor of each hall. Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person, who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs are subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University, and/or criminal prosecution.
If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined.

**Fire drills/safety education:** To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action.

**Fire evacuation procedures:** In the event of a fire, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests, and visitors. When an alarm is sounded, you must assume there is an emergency and you must follow the following steps.

1. **REMAIN CALM.**
2. Evacuate by the nearest safety exit stairway.
3. **DO NOT USE ELEVATORS.** Elevators will either automatically return to the first floor or the TU Police will return them to the first floor.
4. Residents who cannot traverse stairs should exit through the main entrance if they are on that floor. If on a higher floor, these residents should report to the nearest stairwell and wait safely inside. Emergency personnel or Student Housing and Residence Life staff will help residents and guests waiting in the stairwell.
5. After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.
6. Return to the hall ONLY when told by the Tuskegee Fire Department Officials, TU Police, or a Student Housing and Residential Life staff member.
Fire safety regulations

It is essential that residents observe the following fire safety regulations:

1. Do not leave appliances unattended while in use.
2. Do not overload electrical circuits.
3. No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in residence hall rooms/suites/apartments.
4. The storage or use of flammable liquid or substances is prohibited.
5. Fireworks are not permitted.
6. Electrical appliances (toaster ovens and deep fryers) with exposed heating elements are prohibited. All appliances must be UL approved.
7. The use of multi-outlet plugs is prohibited, except for those with built-in circuitbreakers.
8. Motorcycles, motor scooters, and other internal combustion engines are not permitted inside or adjacent to the buildings. Consult the TU Police Vehicle registration Office for approved parking areas.
9. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exit from the building.
10. Smoking is prohibited in all University buildings, including residence hall balconies.
11. In the event of a grease or food fire on top of the stove eye, do not attempt to lift or move the container. Instead, turn off the stove eye and cover the pot with a metal lid. If the container is inside the oven, turn the oven off and leave the oven door closed.
12. Halogen lamps and medusa lamps are not permitted in the Residence Halls.
13. Hanging anything from the ceiling and/or balcony is not permitted. This includes, but is not limited to: hanging lights, string lights, and hanging baskets.
14. String hanging lights are not permitted outside apartments/suites, including balconies.
15. Fog machines are not permitted in the residence halls. This includes using fog machines for decorative purposes.
16. Any use of portable space heaters must be approved by the Office of Student Housing and Residence Life.

Reporting a fire.

To report a fire, students, and employees should contact the TU Police, Tuskegee Fire Department, or a Student Housing and Residential Life Staff member.

Important Numbers:  TU Police 334-727-8757  334-724-4911  Tuskegee Fire Dept.  334-724-2185  OR  911

Fire Log

The TU Police Department maintains a Fire Log that records, by the date the incident that was reported, all fires that occur in an on campus housing facility. The Fire Log is available for public inspection at the department's headquarters. The Fire log includes the nature, date, time, cause, and general location of each fire reported to the department. The department posts fire incidents on the Fire Log within two business days of receiving a report of a fire and reserves the right to exclude reports from the log in certain circumstances.
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<thead>
<tr>
<th>BUILDING</th>
<th>SYSTEM MONITORED</th>
<th>SYSTEM TYPE</th>
<th>EXTINGUISHER</th>
<th>SMOKE DETECTOR OR SPRINKLERS</th>
<th>DRILLS</th>
<th>2016 FIRES</th>
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## FIRE DAMAGE/LOCATION/VALUE OF LOSS - 2016-2018

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<tr>
<td>9/25/18</td>
<td>Washington-Murry Cafeteria</td>
<td>Grease fire</td>
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<td>none</td>
<td>Inoperable fryer</td>
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# Online Housing Inspection and Safety Report

**Tuskegee University**

**Department of Environmental Health and Safety**

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<th>Resident Hall</th>
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