



Annual Security and Fire Safety Report 2015

Transylvania University Report for Calendar Year 2014

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Introduction

Transylvania University is an small, private, liberal arts college with approximately 1,100 students. Transylvania has been voted one of America's Best Colleges by U.S. News & World Report's, Princeton Review's Best 378 Colleges, Barron's Best Buys in College Education, and America's Best Value Colleges.

Transylvania prepares its students for a humane and fulfilling personal and public life by cultivating independent thinking, open-mindedness, creative expression, and commitment to lifelong learning and social responsibility in a diverse world.

Meet the Chief



[Gregg Muravchick](#), Director of Public Safety

Chief Muravchick has 37 years of law enforcement experience starting his career in 1978 with the Frankfort Police Department for five years and then being selected to the Kentucky State Police where he served in numerous positions and retired as a Sergeant, Ass't. Commander with 20 years of service. He then served six years with the Franklin County Sheriff's Office and held the rank of Captain serving as the commander of Operations prior to being appointed by Governor Steve Beshear as the Executive Director of the Office of Investigations for the Justice and Public Safety Cabinet. Chief Muravchick is a graduate from the Southern Police Institute, University of Louisville and holds a B.A., from Kentucky State University. "Throughout my career in law enforcement, my focus has been on developing good personal relationships within the community and to provide quality professional service to enhance the quality of life for those we serve." These partnerships must be continually reinforced through education and collaboration. It is because of this that we employ best practices in community oriented policing dedicating numerous hours and resources to community service and awareness programs. We welcome any feedback that will assist our agency in providing you quality service.

About the Department of Public Safety

Mission Statement: The Transylvania Department of Public Safety's mission is to enhance the quality of life for the Transylvania community by providing dedicated professional service that ensures a safe and secure environment for students, faculty, and staff.

Vision Statement: The Transylvania Department of Public Safety is dedicated and committed to achieving the highest standards of professional ethics, performance and excellence. We are dedicated to the principles of community policing and enhancing the quality of life for our entire community that we serve.

Core Values: The Transylvania University Department of Public Safety is committed to, and emphasize integrity, accountability, respect, customer service and professionalism. As a commitment to the people we serve we shall adhere to the following core values:

- **Integrity:** The Department of Public Safety is committed to ethical and honorable behavior.
- **Accountability:** Our staff will utilize any and all resources necessary to properly serve and accommodate the community, while maintaining a commitment of responsibility and accountability for our service.
- **Respect:** Transylvania University staff will treat any and all parties, regardless of their ethnicity or cultural diversities, with respect and dignity.
- **Professionalism:** We will be committed to providing the best professional service while maintaining high standards of training and expertise.
- **Customer Service:** It is imperative that our community understands that we will respond immediately with a commitment to provide a high quality of professional service no matter what the circumstances are that may arise.

The success of our mission and core values relies heavily on developing partnerships utilizing a community policing philosophy. The department places a high priority on its honesty and integrity, and we value the need for open and effective communication within the community we serve.

Training: Transylvania University DPS officers receive 40 hours of training yearly from the Lexington Metropolitan Police Department who are accredited through the Kentucky Department of Criminal Justice Training institution. Officers are trained in first aid, CPR, and in the use of Automated External Defibrillators. In addition to this training our agency is continuously seeking other training that will enhance their professional ability to serve.

The following report provides important information including, but not limited to, campus safety and security, services and programs offered, evacuation policies and procedures, and fire safety. Additionally, crime statistics and fire-related statistics are also included in the report.

We suggest that you review this report carefully. Creating and fostering a safe campus environment is a shared responsibility within our community and we need your help. If you have any questions, please do not hesitate to call our Department of Public Safety at 859-233-8118 or email Chief Gregg Muravchick, Director of Public Safety, Chief of Police, at gmuravchick@transy.edu

Definition of Terms

The following definitions may be helpful when reading this report. These definitions are taken from part 668 of title 34 of the Code of Federal Regulations.

1. Awareness programs – Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
2. Business Day – Monday through Friday, excluding any day when the institution is closed.
3. Bystander Intervention – Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. 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.
4. Campus – Transylvania University campus consists of any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area and/or any property of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
5. Campus security authority – (i) A campus police department of a campus security department of an institution. (ii) Any individual or individuals who have responsibility for campus security but who not constitute a campus police department or campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (iv) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
6. Clery Geography – (i) For the purposes of collecting statistics on crimes for submission to the Department of Education and inclusion in an institution's annual security report, Clery geography includes; Buildings and property that are part of the institution's campus; The institution's non-campus buildings and property; and Public property within or immediately adjacent to and accessible from campus. (ii) For the purposes of

maintaining the required crime log, Clery geography includes, in addition to the locations in paragraph (i) of this definition, areas within the patrol jurisdiction of the campus police or campus security department.

Campus Security Act Legal Requirements

Federal Law: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the “Clery Act”) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The U.S. Department of Education holds enforcement authority for the Clery Act and there is a minimum penalty of \$35,000 for each violation of the regulations that define the reporting requirements.

State Law: The Kentucky Campus Safety and Security Act (referred to as the Michael “Minger Act”) requires higher education institutions in Kentucky to report crime statistics to current and prospective students and employees, to maintain a daily crime log, to report a fire or threat of fire to the State Fire Marshal immediately, and to issue special reports when there is an ongoing threat to the safety of students and employees. An annual report of campus safety policies, programs and statistics must also be submitted to the Kentucky Council on Postsecondary Education.

Compliance: The Transylvania University Department of Public Safety with the assistance of the Residence Life administrative staff have been designated as the compliance office entity for ensuring that the requirements of the Clery/Minger Acts are met by the designated Campus Security Authorities (CSAs) and the University as an entity. The Department of Public Safety is also responsible for issuing the annual reports and for coordinating the release of all Campus Crime Bulletins with the designated CSAs.

Campus Law Enforcement Policy: The Transylvania University Department of Public Safety is responsible for the safety and security of the university including any and all faculty students, staff or members of the community that are on its premises.

Enforcement Authority: The Transylvania University Department of Public Safety officers receive their law enforcement authority through the Justice and Public Safety Cabinet through the provisions of the Kentucky Revised Statutes 61.360. This statute is specific for Special local peace officers that the Governor or his agent may appoint for such time as he deems necessary, to preserve the peace and protect the property of any person. The duties of these officers once appointed and sworn in include legal authority to arrest for violations of state and federal law and shall be confined to the premises of the property to be protected. Additionally, DPS Officers may opt to refer students to the judicial arm of Student Affairs for disciplinary review in lieu of, or in addition to arrest.

Relationship with Law Enforcement

The Transylvania University Department of Public Safety has established and maintains a close working relationship with local, state and federal law enforcement agencies. We have a memorandum of agreement with the Lexington-Fayette Urban County Government Division of Police. DPS also utilizes the resources from the Kentucky State Police, Federal Bureau of Investigations, Alcohol, Tobacco and Firearms, Fayette County Sheriff's Office, University of Kentucky Police Department and the Secret Service regarding crime issues and criminal activity on and near campus. Crime related reports and statistics are routinely exchanged among these various agencies. Our department is also an active member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Association of Independent Kentucky Colleges and Universities (AIKCU).

Incident Reporting and Response

Contact Transylvania University Department of Public Safety by:

- Dial 8118 from any campus phone to report an emergency on campus.
- Dial 911 from a landline phone or cellular phone to contact the Lexington-Fayette Urban County Government Division of 911.
- Dial (859) 233-8118 to report non-emergencies.
- Dial (859) 351-7343 Text A Tip to report any incidents or requests for assistance.
- Anonymously submit a concern [here](#) or go to <http://fs11.formsite.com/transy/crimereportform/>
- Reporting in person may be done at DPS Headquarters, 345 N. Broadway located on the ground floor of Forrer Hall coming in by the main rear entrance.

The University encourages prompt reporting of all crimes and public safety related incidents to the Department of Public Safety. Crimes should be reported to DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. In regards to the university's property, DPS will respond to calls for service at any owned/leased Transylvania University property.

The DPS Telecommunications Office is staffed twenty-four (24) hours a day, seven (7) days a week by a telecommunication officer. DPS shall make record of every incident to which it responds whether a written report is created or not, in any of the following: citizen reports of crimes, citizen complaints, citizen requests for services when: (a) an officer is dispatched, (b) an employee is assigned to investigate, (c) an employee is assigned to take action at a later time, criminal and noncriminal cases initiated by law enforcement officers and incidents involving arrests, citations, or summonses.

Comprehensive reporting is necessary to ensure that alleged events are recorded accurately and to protect the rights of officers and citizens. A record will be made of actions taken by the responding officer whether the call is a request for service or self-initiated activity. In many instances the "report requirement" will be accomplished through the collection of information on audiotape and computer by Communications (i.e. case numbers, disposition codes, etc.). A record will be made of all dispatched calls. This in no way relieves officers from their responsibility to take written reports when the circumstances of a call/activity require one. When duplicate calls are received for a single incident, only one report will be required.

Any DPS criminal incident report involving a University student, where that student is listed as a suspect/offender, will be forwarded to the Associate Dean of Students Affairs Office for review and potential action by the Dean of Students. DPS will investigate a report when it is deemed appropriate to do so. Additional information obtained via the investigation will also be forwarded to the Associate Dean of Students Affairs Office. The action will be taken in accordance with the Student Judicial System described below.

Student Judicial System

The system is designed to be both educational and practical, based on the concept of fundamental fairness. Fundamental fairness is a concept that maximizes equal and just treatment of all parties involved, with due respect for all individual rights and privileges. Students under this system have the right to appeal major disciplinary decisions and sanctions to an alternate, autonomous body.

The policies and procedures contained herein are vested in the authority of Transylvania University and the Student Government Association. Decisions made by the student judicial system will be upheld and enforced with the authority of the President and administered by the Dean of Students.

Transylvania University's **jurisdiction and discipline** shall include conduct which occurs on or off Transylvania University premises or which adversely affects the University community and/or the pursuit of its objectives. This includes violations committed or reported through social media. Jurisdiction of the student judicial system includes all cases concerning violations of policies of the Student Handbook.

In this system, the accused may be either a full or part-time student, a university administrator, staff member, faculty member, trustee, peace officer, university-registered campus organization, and/or campus visitor.

The accused student is innocent of all charges until finally determined to be found "responsible" and until such time will retain full student status, with all rights and privileges of the same.

Exceptions to this may be taken when interim sanctions are imposed. Interim sanctions may be determined and imposed by the Dean of Students or designee (including the Title IX Coordinator). Such sanctions are meant to be temporary, to address immediate emergencies, and to preserve the safety of the community. They are in effect until the accused has the opportunity to have a hearing or appeal.

The “burden of proof” lies solely with the person making the complaint, hereafter referred to as the complainant. The complainant must provide the evidence needed to determine the “responsibility” of the accused on the charges made. University judicial decisions are based on a **preponderance of evidence**, not proof beyond a reasonable doubt.

Transylvania University is not a sanctuary from the law, therefore, any violation of state or federal penal codes and statutes may be dealt with by the appropriate law enforcement agencies. The University reserves the right to use such agencies and will in no way hinder the agents from their duties.

Student Judicial Rights

A student who allegedly violated a university policy will be granted these rights in order to ensure fundamental fairness in the judicial process.

1. Notice—to be informed in writing of the specific violation in which the student is suspected of involvement. Such notice will include the time and place of the hearing. It is the student's responsibility to check their e-mail daily.
2. Procedures—to be informed in writing of the judicial process. The student has the right to review official documents in their disciplinary file. The student may request a different hearing officer, which will be granted at the discretion of the Dean of Students.
3. Hearing—to have the opportunity to be heard in person before a decision is made, unless the accused student fails to appear at the hearing. In such a case, the student waives their right to review or appeal the decision.
4. Witness—to be able to offer a defense by having witnesses speak or present material relevant to the case. It is the responsibility of the accused student and/or the complainant to notify the witness of the hearing and to provide a list of witnesses to the Dean of Students or designee at least 48 hours prior to the hearing. Exceptions to the deadline may be determined by the appropriate hearing officer/board. The University may also call witnesses. This “power of subpoena” is limited to a formal request; a witness cannot be required to appear before the board. Witnesses are to be available for the duration of the hearing, and will be called as needed throughout the hearing.

5. Supporter—to have a Transylvania University faculty member, staff member, student, or other individual attend the hearing in the role of a friend and supporter, but who is not permitted to speak in the hearing. Both the accused student and the complainant have the right to have a supporter present. **In cases of sexual misconduct, trained Faculty/Staff Advocates serve as the supporter for all parties involved in the cases.**

6. Written Decision—to have written notification of the results of the hearing and any sanction(s) as soon as possible after the conclusion of the hearing.

7. Appeal—The student's right to make an appeal is described at the end of this section.

Procedures

Any member of the Transylvania University community may file charges against any student for misconduct. Complaints/charges shall be prepared in writing and submitted to the Dean of Students or designee [through this form](#). Charges should be submitted as soon as possible, but preferably within two weeks of the alleged misconduct. The Dean of Students may have latitude to extend this deadline if deemed necessary.

Depending on the nature of the alleged violations, the following procedures will be followed. Informal processing may be administered by and at the decision of Residence Life for Housing policies. Otherwise, minor policy violations are processed by the Student Judicial Board or a Dean of Students designee. More serious violations will be forwarded to a Dean of Students designee, the Judicial Council or the Sexual Misconduct Hearing Board depending on the circumstances of the case.

Once the accused student has received written notice of the hearing, they will be given 48 hours in which to request a judicial body other than that designated by the Dean of Students or designee. The Dean of Students will decide the student's request and forward the case to the University Judicial Council or another judicial body to ensure a fair and objective hearing if the request is granted.

All student disciplinary regulations, procedures, and penalties established by the University shall be administered by the Dean of Students or designee, the Judicial Board, Judicial Council or Sexual Misconduct Hearing Board. The purpose of the judicial hearing is to arrive at a fair and just decision.

All hearings shall be private and informal; strict rules of evidence shall not apply. University judicial decisions are based upon a preponderance of evidence, not proof beyond a reasonable doubt. The accused student is not responsible until proven responsible, but determining whether behavior was inappropriate and whether it needs to be corrected is most important. Using technicalities to avoid sanctions is out of keeping with the purpose of the judicial system.

Although students have the right to advice of another individual, including students, faculty, and administrators at Transylvania University, there are no lawyers involved in the hearing. The adviser may consult with and provide advice privately throughout the hearing; however, in the spirit of the informal system, both the complainant and the accused must present their own case. The intent of the hearing body is to gather as much information as possible about the situation in question in order to make an informed decision. Only by learning what happened can the judiciary deal justly and fairly with alleged offenders.

If the accused student fails to appear for the hearing or to provide adequate prior notice or a reasonable excuse for not appearing, the hearing may proceed without the accused student. The evidence in support of the alleged violations will be presented and considered, and the case will be heard in a manner that is deemed just.

The order of presentation of the hearing will normally be as follows:

1. Introduction and reading of the alleged violations.
2. Opening statement by the complainant.
3. Opening statement by the respondent.
4. Presentation of evidence by the complainant.
5. Presentation of evidence by the respondent.
6. Presentation of witnesses by the complainant.
7. Presentation of witnesses by the respondent.
8. Questions from the hearing officer or hearing body.
9. Closing statement by the respondent.
10. Closing statement by the complainant.
11. Deliberation by the hearing officer or hearing body.
12. Decision rendered by the hearing officer or hearing body.

Following the hearing, the hearing board or council will meet in private session to deliberate whether the accused student is responsible or not responsible for violating university policies based upon judgment of a preponderance of evidence. A majority vote determines the outcome. The chair only votes in the event of a tie. If the student is found responsible for the violation, the board or council will set a sanction and will take into consideration any prior violations.

When the decision is reached, the chair will notify the respondent, the complainant and the Dean of Students of the decision in as timely a manner as possible. The Dean of Students or designee will send written notification of the results of the hearing to the respondent and the complainant. If the complainant is deceased as a result of an offense, the next of kin of such victim shall be treated as the alleged victim for purposes of notification. The notification will also include information on the appeal process.

Sexual Misconduct Judicial Procedures

Due to the sensitive nature involved with adjudicating alleged cases of sexual misconduct, a special set of procedures are followed. The related policies and procedures are described below in the Title IX policy.

Organization

The Transylvania University student judicial system shall consist of two review boards composed of 29 members. The Dean of Students or designee will train each new board. An ongoing faculty consultant with previous council experience may be elected to assist with the hearings.

Student Judicial Board

The Student Judicial Board consists of 13 members: a hearing officer, a deputy hearing officer, and 11 jurors. Because the deputy hearing officer has a dual role as a juror, there are a total of 12 jurors.

The hearing officer shall be elected by the Student Judicial Board in the spring, no later than two weeks after the SGA Senate elections or no later than a week before finals week. The hearing officer need not be an SGA Senator but must have served at least one year on the Student Judicial Board before being eligible for the position. The student serving as hearing officer may serve in that position for only one year.

The deputy hearing officer must also serve at least one year on the judicial board before being eligible for the position, and must be a juror for the time in which he or she serves as deputy hearing officer. The deputy hearing officer shall be elected in the fall by the hearing board after jury selection. A simple majority vote decides.

Appropriate violations shall be heard by the Student Judicial Board, which shall consist of the hearing officer and five student jurors selected at random from the student judicial system roster. The remaining student members of the student judicial system shall be designated as alternates in the event that one or more of the randomly selected Student Judicial Board members cannot serve at the hearing.

The hearing officer shall function to ensure that the hearing procedure is performed in the spirit of fundamental fairness by acting as mediator and facilitator of debate, determining compliance with procedure guidelines, and providing past disciplinary records to the Student Judicial Board during the sanctioning process. The hearing officer will keep a record of the hearings. Additionally, the hearing officer will serve as liaison to the Student Affairs staff and will provide the results of the hearings to the Dean of Students designee staff for approval and conferring.

University Judicial Council

Of the sixteen remaining positions in the student judicial system, eight shall be faculty members selected by the faculty, and eight shall be administrative staff members selected by the University president. The faculty/staff members shall serve two-year terms at staggered intervals. The University Judicial Council shall be chaired by a designated faculty member, and the student hearing officer shall serve as vice chair.

Each violation to come before the University Judicial Council shall be heard by a board consisting of three students and two faculty/staff, each selected at random from the student judicial system roster. The remaining student judicial system members will serve as alternates in the event that one or more of the randomly selected council members cannot serve at the hearing. Student jurors are eligible to sit on University Judicial Council cases only if they have acted as jurors on at least three student hearing board cases.

The chair shall function to pursue fundamental fairness during the hearing procedure by acting as mediator and facilitator of debate, determining compliance with procedure, and providing past disciplinary records to the council during the sanctioning process.

The student hearing officer shall keep a record of the meetings of the University Judicial Council. Each meeting will be taped in its entirety with each recording being kept by the University for one calendar year from the final disposition of the case. Transcription, if needed for appeal, will be available at cost to the accused student.

Sexual Misconduct Hearing Board

The Sexual Misconduct Hearing Board will consist of current faculty/staff Judicial Council members.

Two members of the board will be the same gender as the accused. All involved parties will be informed of the composition of the board at least 5 days prior to the hearing, and can object to any member of the board for cause. Replacement of any hearing board member is at the Dean of Students' discretion.

Sanctions

For policy violations any or all of the following sanctions can be administered by the Student Hearing Board, Dean of Students or Designee, or Sexual Misconduct Hearing Board.

- reprimand
- required attendance in educational programs
- warning
- restitution

- work assignment
- fine (up to \$500)
- disciplinary probation (30 days to one calendar year)
- social probation (15 days to 6 months)
- relocation or loss of housing assignment
- reassignment or removal from an enrolled class
- suspension
- expulsion
- or, any alternate disciplinary action fitting the offense as determined by the University Judicial Council, Dean of Students or designee, or Sexual Misconduct Hearing Board.

In the assignment of any sanction or combination of sanctions the level/degree will be determined by (1) nature of offense, (2) severity of violation, and (3) behavioral history of offender. The minimum sanction necessary to correct the inappropriate behavior will be administered. While fines, restitution, and work assignments are self-explanatory, the following sanctions are defined in order of increasing severity:

Disciplinary Probation is a warning or statement of notice. It establishes a given period of time in which a violator is asked to prove responsibility to himself/herself and to the University community through exemplary behavior. Any further offense during the designated period will become the basis for more severe Level II sanctioning.

Social Probation involves loss of social privileges for a designated period of time in addition to the warning referenced in “Disciplinary Probation.” The violator may be prohibited from any or all of the following: representing the University in any official capacity (intercollegiate competitions, conferences, standing University committees, etc.); participating in organized social/residential programs (SAB functions, intramurals, Greek chapter room parties, etc.); holding office in any University-recognized organization (SGA, Greek, social, etc.); or other privileges deemed appropriate to the offense.

Suspension designates the violator to be ineligible to continue membership in the University community for a designated period of time. The conditions under which readmission would be possible are stated. Parents may be notified of suspension.

Interim Suspension may be imposed by the Dean of Students: (1) to ensure the safety and well-being of the student and members of the University community or preservation of University property or (2) if a student poses a threat of disruption or of interference with the normal operations of the University. During an interim suspension, the student shall be denied access to the living unit and/or all other University activities or privileges for which a student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Expulsion is a decision to permanently discharge a student from the University. Parents will be notified of expulsion.

Appeals

Appeals of cases not heard by the Sexual Misconduct Hearing Board must be made to the Dean of Students within five working days of the hearing. The appellant and the Dean shall discuss the basis and procedures for the appeal. Introduction of new evidence on behalf of the accused student or complainant, not available during the hearing, may be considered grounds for a new hearing at the discretion of the Dean of Students. Dissatisfaction with assigned sanctions is not grounds for an appeal. If the appeal is deemed to be appropriate, the Dean will inform the chair of the University Judicial Council, who shall pursue the appeals process. The Council shall consider the appeal and review the case. The ruling cannot be changed without extreme extenuating circumstances. The Judicial Council can either uphold the imposed sanctions or mitigate them.

To appeal the University Judicial Council findings, a written statement must be submitted to the Dean of Students within five working days of the Council's decision. The appellant must also include his/her selection of the member referenced in number 3 below. The Dean of Students or designee will initiate the formulation of the Appeals Committee.

The Appeals Committee will be comprised of the following:

1. A faculty juror from the Judicial Council who did not serve on the appellant's case;
2. An at-large faculty member (non-juror) chosen by the Council's chair;
3. A faculty member or administrative staff member chosen by the appellant;
4. The SGA president (or a designee); and
5. A representative from the administrative staff not involved with the original complaint or hearing.

Within three working days of the notification of intent to appeal, the appellant must submit a written statement directly to the appointed chair of the Appeals Committee. A copy of the statement will be forwarded to the complainant, who will then have three working days to file a response. Both statements will then be copied and distributed to the Appeals Committee members prior to the scheduled hearing. The committee shall convene to review the case and its proceedings. Both the appellant and complainant must be available for consultation during the hearing.

To modify the ruling of responsibility and/or to modify sanctions, a 4/5 vote of the five member Appeals committee is necessary. The original ruling of responsibility is subject to modification only in cases of new evidence pertinent to the case or evidence that the original process grossly violated the principle of "fair hearing."

The decision of the Appeals Committee is viewed as authoritative and final.

Off-Campus Criminal Reporting: If the Lexington Police Department (LPD) is contacted about criminal activity occurring off-campus involving Transylvania students, they may notify DPS. However, there is no official LPD policy requiring such notification. Students in these cases may be subject to arrest by LPD Police and University disciplinary proceedings through the Associate Dean of Students Office. However, if notified, DPS officers may assist with the investigation in cooperation with local, state, or federal law enforcement. LPD Police routinely work and communicate with campus officers on serious incidents occurring on-campus or in the immediate neighborhoods and/or businesses surrounding campus. If LPD Police are contacted in reference to incidents occurring in University controlled property, including non-campus student housing facilities and student organizations, they will notify DPS of the incident. While LPD Police have primary jurisdiction in all areas off campus, DPS officers may and will respond to student related incidents that occur in close proximity to campus when notified by LPD Police. DPS officers only have jurisdiction on property owned/leased by Transylvania University.

Reportable Crimes: The following crimes shall be reported immediately to the Department of Public Safety or Residence Life:

- Arson
- Assault & Aggravated Assault
- Burglary
- Criminal Damage to Property
- Criminal Homicide (Murder, Negligent and Non-negligent Manslaughter)
- Menacing
- Motor Vehicle Theft
- Reckless Homicide
- Robbery
- Sex Offenses (Forcible and Non-forcible Sex Offenses)
- Domestic Violence
- Dating Violence
- Fondling
- Stalking
- Terroristic Threatening
- Theft
- Wanton Endangerment
- Weapons Possession
- Criminal Attempt for any of the above crimes
- Arrest for Liquor Law, Drug Law, and Illegal Weapons Violations

Incidents where students are referred for campus disciplinary action related to liquor law, drug law, or illegal weapons violations shall be reported at least annually.

Hate Crimes: In addition to the above-referenced crimes, crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving

bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability shall be reported at least annually.

Fire: Every fire, fire alarm, or threat of fire (an expression of an intention to inflict something harmful in the way of destructive burning or explosions) shall immediately be reported to the Department of Public Safety, which in turn shall report the incident to the State Fire Marshal. The Department of Public Safety shall also report all threats or actual alarms to the local fire department. The Physical Plant Division shall coordinate their fire alarm reporting activities with those of the Department of Public Safety.

Voluntary & Confidential Reporting

All reports will be investigated. The University does not have a Voluntary Confidential Reporting Policy. Transylvania University encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Transylvania cannot hold reports of crime in confidence. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, or other appropriate means. For purposes of inclusion in the annual disclosure of crime statistics, confidential reports are generally made to other University CSAs who meet certain requirements and only under certain situations, i.e. pastoral and professional counselors that are acting in that role when made aware of any crime.

Mandatory Reporters

Transylvania University policy defines all employees as mandatory reporters for crimes that involve Transylvania University students, faculty, and/or staff, and/or happen on campus. The following employees are exempt from some reporting requirements due to the guidelines from their profession: campus mental health counselors, health care providers and/or religious advisors.

When a mandatory reporter becomes aware of an alleged act of sexual harassment, discrimination or assault, the reporter must promptly contact the [Title IX coordinator](#).

When an employee becomes aware of any campus crimes, threats of crimes, fire, or threats of fire, they must also report these threats in a prompt manner to Department of Public Safety.

Notification of a Suicidal Student

The student's safety is our top priority; therefore, if a student expresses suicidal thoughts and/or actions to an employee, the employee must immediately contact the Department of Public Safety. If the threat does not appear to be imminent individuals are encouraged to contact the

Department of Health and Wellness at 859-281-3682 during regular operating hours. If possible, walk the student over to the center to be evaluated by a professional counselor on staff. If an employee becomes aware of a matter after hours, please contact DPS at 859-233-8118 and they will make necessary contacts.

Campus Security Authorities: Federal and state laws require University employees that are defined as “campus security authorities” to report all campus crimes, fires, and threats of fire of which they become aware (complete list detailed below). For the purposes of this General Order, a “campus security authority” is broadly defined as an individual having responsibility for campus security and officials having significant responsibility for student and campus activities. Campus security authorities include but are not limited to:

1. Director of Public Safety and employees of the Department of Public Safety;
2. Assistant Directors of Residence Life;
3. Vice President for Student Affairs and Dean of Students;
4. Associate Dean of Student Affairs;
5. Director of Student Involvement and Leadership;
6. Director of Health and Wellness;
7. Director of Athletics

Campus Security Authority Exceptions: Maintenance, support, and clerical staff, are not considered campus security authorities. Pastoral counselors and professional counselors are not required to report when functioning with the scope of their official capacity. A “pastoral counselor” is defined as a person associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling. A “professional counselor” is defined as a person licensed or certified pursuant to Kentucky statute whose official responsibilities include providing mental health counseling to members of the University community. Pastoral counselor includes individuals who are not yet licensed or certified as a counselor but are acting under the supervision of a licensed or certified professional counselor. Medical professionals are not required to report under these acts.

Timely Warnings

Policy: When an incident/crime that has occurred on University property or the surrounding public property is reported to or brought to the attention of the Department of Public Safety (DPS), DPS will determine if the incident/crime constitutes an emergency. The Department of Public Safety is responsible for issuing a Crime Bulletin (Timely Warning), if DPS confirms that it is an emergency and it represents an ongoing threat to the safety of members of the campus community. Information for bulletins may also come from other law enforcement agencies or other offices. Crime Bulletins will be distributed as soon as possible after the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident. The Department of Public Safety writes the crime bulletins and works in conjunction with the Communications Office to disseminate the information to students and employees in a

manner that is timely. For the purposes of Crime Bulletins, DPS withholds the name and any other identifying information of victims as confidential. The Department of Public Safety determines the appropriate segment of the community to notify based on several factors, including, but not limited to, location of incident, nature of the incident, etc. Crime Bulletins are distributed via blast email to all student, faculty, and staff. The report shall be made in a manner that aids the prevention of similar crimes.

Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety, by phone (233-8118) or in person at the DPS office within, Forrer Hall, ground floor at the rear main entrance at 345 N. Broadway.

Procedure: The Department of Public Safety is designated as the Clery/Minger Compliance office and is responsible for:

- A. Insuring that the University maintains compliance with all requirements of these acts; Preparing and submitting annual reports pursuant to the Clery/Minger Acts;
- B. Working with the University's Web Development Department making the daily crime log available to the public. <http://www.transy.edu/campus/safety.htm>
- C. The Vice President for Finance and Business is responsible for overall coordination of campus-wide efforts to comply with the Clery/Minger Acts.
- D. Each Senior Administrator shall fully cooperate with the Department of Public Safety, Residence Life, Fire Marshal, and the Vice President for Finance and Business to ensure that the employees in their respective areas comply with the requirements of this General Order.

Emergency Evacuation Procedures and Policies

I. Policy

A. Purpose

The basic emergency procedures outlined in the Transylvania University's Emergency Response Manual are to strengthen the protection of lives and property through effective use of campus resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes.

The following principles will guide the response of Transylvania University to any campus emergencies:

- Concern for students, employees and the local community
- Quick response

- Effective communication to appropriate groups
- Preparation for emergencies

The Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency is not predictable; hence, written support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Specific departments may have detailed emergency response plans that will be enacted in conjunction with this emergency response plan.
4. Disasters may affect residents in the geographical location of the university, therefore city, county, and federal emergency services may not be available. A delay in on-campus emergency services may be expected up to 48 hours.
5. A major emergency may be declared if information indicates that such a condition is developing or is probable.

B. Types of Incidents

Various incidents or occurrences on campus may be classified as emergencies. The purpose of the manual is to provide guidelines for employees and emergency response team members for the following types of incidents:

1. Student incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
2. Employee incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
3. Racial, religious, or gender based incidents
4. Belligerent behavior (angry or agitated individuals)
5. T-Alert
6. Violent or criminal behavior/hostage situations
7. Fire
8. Explosion
9. Bomb threat
10. Biological agents threat
11. Chemical spill
12. Communicable disease
13. Utility failure
14. Earthquake
15. Weather emergencies
 - a. Winter storms
 - b. Tornado/severe wind

- c. Electrical storms
- 16. Evacuation procedures
- 17. Medical/first aid emergencies

C. Definitions of an Emergency

The following definitions are provided as guidelines to assist employees in determining appropriate response:

1. **Critical Incident:** Any incident, potential or actual, that requires urgent action but may not seriously affect the overall functional capacity of the university. Report a minor emergency or critical incident immediately to the Dept. of Public Safety at 233-8118.
2. **Major Emergency:** Any incident, potential or actual, that will affect an entire building or buildings, and that will disrupt the overall operations of the university. Outside emergency services may be required, as well as major efforts from the university administration during times of crises. Report a major emergency immediately to the Department of Public Safety at 233- 8118 or 911 (campus phone 9-911).
3. **Disaster:** Any event or occurrence that has seriously impaired or halted the operations of the University. In some cases personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency resources will be essential. In cases of disaster, the Campus Emergency Response Team (CERT) will be activated, and the appropriate support and operational plans will be executed.

D. Incident Reporting

It is important that all employees assist in the reporting of incidents and emergencies. The Department of Public Safety is the primary point of emergency reporting. These services operate 24 hours per day/ 7 days per week.

1. In the event of an emergency, contact the Department of Public Safety immediately at 233- 8118.
2. Provide the following information when you report an emergency:
 - Your name
 - Location
 - Nature of the emergency
 - Nature of any injuries or other factors
3. If for some reason the Department of Public Safety cannot be reached, call 911 (campus phone 9-911) and report the emergency. Please be sure to identify your exact location on campus if contacting emergency services. Continue to attempt to contact the Department of Public Safety to report the incident.



II. T-Alert (Text Message Safety Alerts)

Purpose: The purpose of this Order is to establish the directives for sworn and civilian employees of the Transylvania University Department of Public Safety in using and implementing the T-ALERT Emergency Notification System.

Definition: The T-ALERT system is an emergency message notification system for the purpose of delivering subscription based emergency messages to the campus community. The system is designed to deliver emergency messages by text messaging cell phone subscribers, emailing all Transylvania email accounts, and displaying T-ALERT messages on digital signage throughout the campus. The fundamental goal of the T-ALERT system is to assist in promoting a safe environment for students, faculty and staff. The system is designed to be used only during emergency situations that require an immediate action by the recipient.

Emergencies: Unplanned events that can cause physical injury to our students, faculty, staff, or the public; cause physical or environmental damage; or that can disrupt and/or damage research or educational operations. Examples would include but are not limited to:

- Dangerous Situation (active shooter, civil disturbance, hostage situation, explosion, etc.)
- Fire
- Hazardous Material Leak/Spill
- Inclement Weather Delays/Closures
- Tornado Warning
- Any activity in the immediate surrounding area of Campus that could potentially put students, faculty and/or staff in danger.

T-Alert Policy: It shall be the policy of Transylvania University's Department of Public Safety to restrict the use of the T-ALERT system only to the dissemination of information related to the health and safety of people. The T-ALERT system shall not be used for non-urgent communication, general public relations or marketing. At no time may T-ALERT be used for personal purposes. All Department of Public Safety employees are required to sign up for the T-Alert System. Employees may sign up through their TNet accounts or at <http://talert.transy.edu/>. Transylvania's Department of Public Safety and the Vice President for Information Technology are the only authorized initiators to send campus emergency messages. The Vice President for Information Technology is responsible for maintaining the T-ALERT system. All Department of Public Safety employees shall be trained in the proper use of T-ALERTS.

T-Alert Procedure: Upon notification of an emergency authorization to initiate a T-ALERT emergency message should be based on two key factors—threat to life/safety and response time to an immediate emergency. The decision to initiate a notification through the T-ALERT system will be based on the emergency and required immediate action. Activation of the T-ALERT emergency notification system shall be activated under the following circumstances:

1. Emergencies requiring immediate action: Department of Public Safety dispatcher will initiate notifications at the direction of the on duty supervisor or officer in charge, unless the dispatcher can confirm an immediate threat of an emergency such as shots fired, explosion, etc. Notifications will be made without delay unless, in the judgement of the on duty supervisor or officer in charge, the notification may compromise efforts to assist or to contain, respond to, or otherwise mitigate the emergency.
2. Dispatch shall immediately initiate a T-ALERT message if a weather alert is issued for a Tornado Warning.
3. Disruptions to normal campus operations: Department of Public Safety or the Vice President for Information Technology may initiate notification regarding campus delays or closures due to inclement weather based on approval from the University Administration.

The Department of Public Safety, trained first responders available 24/7, will confirm the existence of any and all significant emergencies or dangerous situation by on-site observations, monitoring the National Weather Service radio and/or monitoring communication broadcast by Lexington Police.

Follow-up information to the initial incident will also be relayed to students, staff and faculty by T-Alert as necessary.

If an emergency requires disseminating information to the larger community, contact the on-duty Duty Commander with the Lexington Police at (859) 258-3600.

IV. Transylvania University Emergency Response Plan

- A. Plan Assessment: The Campus Emergency Response Team (CERT) will review the Transylvania University Emergency Response Plan on an annual basis. The review will also be done in conjunction with drill and training records and post event debriefing.
- B. Prevention and Risk Assessment Plan: Transylvania University has in place several prevention and risk assessment plans. These include chemical hygiene plan, fire prevention plan, Hazard Communication plan, and other programs that are mandated by state and federal regulations.
- C. Training and Drills: Annual training for emergency response will be conducted for all supervisory and administrative employees. Student Life staff will be trained annually as well in conjunction with Residence Life training and other program review processes.

Annual training schedule will be developed for all switchboard and security personnel. All employees will be trained in the emergency response protocol during the employee orientation program. Annual reminders (newsletter and updates) will accompany training opportunities. The Emergency Response Plan will be available in both written and electronic format for employee reference.

All employees are subject to the training parameters listed above. Specialty training needs may vary depending upon the incident type and college department. The following is a list of training parameters for each of the incident types:

1. Student incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
 - Student:
Information provided to students in the RA Student Life Manual.
 - Employee:
Student Life and Dean of Students Staff trained annually. NonResidence Life employees trained during employee orientation.
2. Employee Incidents (suicide, suicide attempt, death, critical or life threatening situation, or abduction)
Supervisors trained annually. Employees trained upon orientation.
3. Racial, religious, or gender based incidents
Supervisors trained annually. Employees trained upon orientation.
4. Violent or criminal behavior/Hostage situations
Training will be conducted at orientations and annual retraining for DPS dispatchers, officers and “high profile” offices.
5. Fire a. Fire drills are completed across campus in the following manner:
 - a. Dormitories: One drill is to be conducted during the first month of each semester.
 - b. During scheduled fire drills the drill coordinator must arrange to have DPS notified at least 15 minutes prior to the drill. This will allow DPS enough time to contact the monitoring station and emergency dispatch that the alarm is a drill only.
6. Explosion
Procedures reviewed annually with personnel and upon orientation.

7. Bomb Threat
Annual training will be conducted to review procedures with DPS dispatchers and other phone personnel. DPS and CERT will annually review response protocol as well.
8. Chemical Spill
Science department staff trained annually under the chemical hygiene program. Annual review of response procedures with safety committee and CERT. Annual review of procedures with appropriate Physical Plant staff.
9. Communicable Disease
Training and updates provided to clinic and student life staff on an annual basis.
10. Utility Failure Residence Life, Physical Plant, Public Safety will review procedures annually.
11. Earthquake
Employees will be trained during orientation. Residence Life staff to review all procedures with students. Annual reminders to be provided to all employees and students.
12. Winter Storms
Physical Plant maintains and reviews annually its response plan. DPS and dispatch personnel will review response procedures annually.
13. Tornado/Severe Wind
Annual drill conducted in conjunction with the statewide tornado drill each spring semester. Information will be distributed annually in preparation for the drill. Residence Life staff will review procedures with residence hall students in addition to information provided to the campus.
14. Electrical Storms
Information to be provided annually for all employees and students.
15. Building Evacuation Procedures
Supervisors will be responsible for ensuring that employees know the location of fire extinguishers, exits, and alarm system in the areas in which they work. Building exit practiced in conjunction with fire drill schedule.

Specialty needs to be identified with each building. Including gas shut off and other hazardous exposures. Special attention given to evacuation of disabled individuals who will not be able to use elevators to exit the building.

16. Campus Evacuation Procedures

Procedures to be reviewed by CERT and other key personnel (safety committee, Residence Life staff, etc) on an annual basis.

17. Medical/First Aid Emergencies

At orientation and annual reminders for all employees. First aid providers and other medical providers received training in accordance with their respective licensure schedules.

V. Education Programs

Personal safety and crime awareness is presented to students and new employees by the Director of DPS or his designee. To students it is presented during “New Student Orientation” at the beginning of each school year, during Resident Assistant training each year and during the annual “Meet and Greet”. To new employees it is presented 2-3 times per year depending on the number and timing of new hires.

Topics discussed during the Personal Safety and Crime Awareness presentations include at a minimum:

- A. Safety in numbers (avoid walking alone) and call for a DPS escort
- B. How to respond and act if confronted with a personal threat
- C. Situational awareness
- D. Geographical areas to avoid
- E. What to look for and report if witnessing crime or suspicious activity
- F. How to avoid being the victim of auto theft or thefts from within your vehicle
- G. Room security
- H. Where and how to report crime

Crime Log: The University shall make available to the public, in written form and on the World Wide Web, an easily understood daily crime log that records by the date the crime was reported, any crime that occurred on campus. The log is maintained through a joint effort between the Department of Public Safety and Residence Life. The log must include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known and can be found at <http://www.transy.edu/campus/safety.htm>. The Department of Public

Safety may withhold information required in the log only if there is clear and convincing evidence that the release of specific information may jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. This information shall be disclosed once the adverse effect is no longer likely to occur.

Fire Log: The University shall make available to the public in written form and on the World Wide Web an easily understood daily fire log that records, by date the fire was reported, and fire that occurred in on-campus student housing facilities. The log shall include the nature, date, time and general location of each fire. <http://www.transy.edu/campus/safety.htm>. The Director of Public Safety shall complete the Annual Fire Report for inclusion in the University's annual reports pursuant to the Clery/Minger Acts.

Fire Marshal: The Department of Public Safety is responsible for reporting fires, threats of fire and fire alarms to the State Fire Marshal's Office pursuant to the Minger Act.

Kentucky Fire Commission, 300 N. Main St., Versailles, KY, 40383. 1-800-255-2587.

The University's Department of Public Safety and Residence Life shall make reasonable, good faith efforts to obtain the required statistics from local police agencies and the State Police concerning campus crimes reported to those agencies.

- Lexington Police Department, 859-258-3600
- Fayette County Sheriff's Office, 859-252-1771
- Lexington Fire Department, 859-254-1120

Building Security

Officers patrol the campus by foot, bicycle, golf cart, and automobile 24 hours a day. Dispatchers monitor video screens connected to over 100 cameras placed throughout campus. Most residence hall entrances are monitored by DPS staff via closed circuit television, and all halls are connected to a central monitoring fire alarm system. Dispatchers have direct radio access to DPS officers and to local fire and police departments. The University campus is equipped with numerous emergency telephones. A blue light above each outdoor emergency phone makes it easily identifiable at night. The phones on campus are widely available and automatically dials the DPS office when the handset is removed from the cradle or a button is pushed. There are some other emergency phones in various locations that have a keypad on the phone. In order to activate those particular phones you have to press 8118 on the keypad and those instructions are clearly indicated on or near the phone. A campus map displaying the locations of these phones may be viewed [here](#).

DPS maintains direct communications with the appropriate local police, fire and emergency medical response agencies in order to facilitate their responses in an emergency.

Potential criminal actions and other emergencies also can be reported to DPS by dialing 8118 from any campus telephone.

Transylvania's campus is well lighted, especially in parking lots and along main pathways and all exterior lights, including blue lights at emergency phone locations are checked by DPS officers weekly. A report of light outages is then forwarded to the Physical Plant for their attention. As an added safety service, officers are available 24 hours a day to escort students and employees by car, golf cart, or on foot within a one-block radius of campus.

Students, faculty, and staff have access to academic, recreational, and administrative facilities. All academic buildings are closed by 11 p.m. In order for students to enter after this time, they must have the permission of the Public Safety Director and the Academic Dean. The general public may attend cultural and recreational events, but visitors are limited to facilities in which those events are held.

Transylvania's well-trained residence life staff includes the associate director of residence life and housing, the assistant director of residence life, four area coordinators, and 22 students resident advisors. Most live in the residence halls and representatives of the staff are on call 24 hours a day. Access to residence halls is limited by swipe card access to students and their guests and each swipe of every card is recorded. Employees may have access when necessary, with certain restrictions. Residence halls are locked from midnight until 6 a.m., with the exception of the Rosenthal Complex and the 4th Street Apartments. During daytime hours, the desk at the back entrance of Forrer Hall is staffed by work-study students who have direct telephone access to officers. Special security procedures are followed during low-occupancy periods, such as holidays.

Physical Plant maintenance employees have key access to all campus facilities for the purpose of addressing maintenance issues. Communication is maintained between them and DPS by radio, email and telephone and all issues of building safety and security are regularly exchanged between the groups.

Security Awareness, Crime Prevention and Safety Programs

Promoting Safety and Security--a list of crime prevention and security awareness programs and projects available to the University community.

- Yellow Cab Vouchers: Transylvania and Yellow Cab Lexington work together to provide taxicab vouchers provided through both DPS and Health, Wellness & Counseling services. Available 24 hours a day if a student needs a ride to a location, from a

location, or both anywhere in Fayette County. If after 4:30 pm please contact DPS for use of vouchers.

- Green Dot and Violence Prevention: The Green Dot strategy is about connection. Green Dots is about us. It is us. Looking out for each other. Creating a campus where everyone feels safe. Not tolerating power-based personal violence (sexual, relationship, and stalking violence) in any form. Whatever you do, in whatever way works for you, just get out there and get dotting! Nobody has to do everything, but everyone has to do something. We offer Green Dot discussions and Bystander Intervention Training to all interested groups on campus throughout the school year.
- Hazing Prevention: We have a system where students may anonymously report hazing incidents. Hazing awareness and hazing prevention campaigns are also provided throughout the school year on-campus.
- Alarm Systems: 15 panic button systems and 50 security alarm panels are installed across campus.
- Emergency Telephones: 77 red phones are available for use across campus in the case of an emergency. Anyone concerned about his or her personal safety or any other potentially hazardous situation can simply lift the receiver to automatically connect to DPS.
- New Student Orientation: at the beginning of each August Term or Fall Term during orientation information is provided regarding campus community, including personal security, how DPS works, and services that are available to the campus regarding personal safety and security.
- Text a Tip: a service offered through Transylvania and DPS, allows students, faculty and staff to text an anonymous tip to the following phone number in order to maintain the safety of the reporter and the surrounding community: (859) 351-7343
- 24 Hour escort: an officer from DPS is available for your safety needs 24 hours a day, 7 days a week by simply picking up a red phone or dialing 859-233-8118.
- Internal Website: (T-Notes) has access to all of the information contained in the crime log.
- Website: DPS maintains a website at <http://inside.transy.edu/pages/dps/> for quick and up-to-date information on DPS and services it provides in addition to crime stats, crime prevention info, emergency procedures. Additionally, the website provides links to various law enforcement resources including the location of registered sex offenders in our area at Kentucky Sex Offender Registry (<http://kspsor.state.ky.us/>). The university community is encouraged to take a few minutes and browse this site.

Alcohol Policy

Transylvania provides a variety of alcohol and drug-free social and recreational opportunities. We also provide services and resources for community members who experience difficulties related to alcohol and drug use. The University provides informative prevention programs throughout the year, including a variety of workshops and lectures on alcohol and drug-related issues, to support and encourage healthy lifestyles. For students with substance abuse

problems or concerns, assistance is available at the Health, Wellness, & Counseling Center. Experienced, professional counselors at the HW&C Center offer free, confidential support and guidance. They also offer individual assessments and referrals to both on and off-campus resources.

The University's alcohol policy is consistent with Kentucky State Law prohibiting the consumption and serving of alcohol by and to individuals less who are under 21 years old. Individuals who are of legal drinking age and choose to consume alcohol must do so in a responsible manner. Additionally, members of the university community are responsible for behaving in a manner that is not disruptive or endangering to the university community. Being under the influence of alcohol shall not be considered a mitigating factor for an individual's behavior.

The following descriptions of alcohol violations are taken from the Standards of Conduct and serve as the basis for university response. Each violation of the Standards of Conduct regarding alcohol will be reviewed, as well as past violations in the student's record, to determine appropriate sanctions. The sanctions provided below are guidelines and may include educational measures, fines, community restitution, and suspension from the university as a student's behavior is evaluated over the time they are enrolled at Transylvania. None of these guidelines preclude the possibility of criminal arrest and prosecution for violations of Kentucky State Law.

Alcohol Policy, Standard of Conduct 1.9

"Violation of the directives of the university alcohol policy include possession, transportation, procurement, distribution, public use or use by an individual less than 21 years of age."

Examples of violations:

1. Underage consumption of alcohol.
2. Possession of alcohol in a public place (parking lot, porch, or back circle, etc.) regardless of age.
3. Providing alcohol to those under 21 years of age.
4. Providing large quantities of alcohol to others.

Sanctions for violations of Standard of Conduct 1.9

- First Offense: The student will meet with a representative from the Student Affairs Staff, will receive a follow-up warning, and may pay a minimum fine of \$75 and complete an alcohol class. The Dean of students may choose to notify parents depending on the severity of the offense.
- Second Offense: A hearing will be conducted by the Student Judicial Board or a representative of the Dean of Students Office. Sanctions may include a minimum fine of

\$150, 10 to 20 hours of service work, referral to student counseling for an alcohol assessment, disciplinary probation status, and parent/guardian notification.

- Third Offense (is also a Standard of Conduct 2.1 violation): A hearing will be conducted by the University Judicial Council or a representative of the Dean of Students Office. Sanctions may include a minimum fine of \$300, 20 to 30 hours of service work, referral to student counseling for an alcohol assessment, social probation status (may include loss of university privileges), residence hall dismissal or reassignment, parent/guardian notification, and university suspension.

Intoxication, Standard of Conduct 1.10

"Intoxication. Appearing intoxicated to the degree that the individual may endanger themselves or another person, or creating a nuisance." Other related conduct violations include disorderly conduct (1.3), vandalism (1.8 and 2.13), verbal harassment (1.5), and mass distribution of alcohol (2.19).

Examples of violations:

1. Intoxication in public places including parking lots, porches or back circle.
2. Under the influence of alcohol causing damage to property (exit signs, doors, electronic entrance devices, vehicles, etc.).
3. Under the influence of alcohol to the extent that assistance of others is needed so that one is not harming oneself or others.
4. Under the influence of alcohol and causing a disruption (verbally harassing others, fighting with others, misconduct at university events, or generally disturbing the peace).

Sanctions for violations of Standard of Conduct 1.10

- First Offense: Depending on the severity of the incident, a hearing will be conducted by the Student Judicial Board, the University Judicial Council, or a representative of the Dean of Students Office. Sanctions may include a fine of \$150-\$250, 20 to 30 hours of service work, social probation (may include loss of university privileges), completion of an alcohol class, referral to student counseling and parent/guardian notification.
- Second Offense (is also a violation of Standard of Conduct 2.1): A hearing will be conducted by the University Judicial Council or representative of the Dean of Students Office. Sanctions for repeat violations of 1.10 without any other violations will result in the maximum sanctions as described in the first offense. A repeat violation of Standard 1.10 along with additional violations such as vandalism or verbal harassment may result in suspension or expulsion from the university.

Medical Amnesty Policy

When a student's health and safety are in jeopardy due to alcohol consumption or drug use, immediate medical attention should be sought by calling the Department of Public Safety (233-8118) or 911 for assistance. Formal disciplinary action for a violation of the alcohol or drug policy will not be taken against those who seek or receive medical assistance for themselves or others, though violation of other student conduct codes such as vandalism, disorderly conduct, and sexual misconduct may still apply. A student who receives medical assistance from the Department of Public Safety or medical service providers will be required to meet with the Dean of Students (or designee) and counseling services, and parents/guardians may be notified. The university is in compliance with the state law supporting amnesty which is provided here.

Transport and Possession of Unopened Alcohol

Anyone transporting alcohol by individuals age 21 or older through a public area may be required to present identification if the items are not transported discretely. If an ID cannot be produced, the alcohol may be disposed of as a result.

Quantities

Alcohol quantities are limited to a 6-pack of 12 oz. individual servings of beer, a 750ml bottle of wine, or a one-half pint of hard liquor. Any container larger than the above stated is strictly prohibited (i.e., kegs, alcoholic punch, cases of beer, handles of liquor, etc).

Protocol for Interactions between Faculty/Staff and Students when Alcohol is Present

Because the Drug-Free Schools and Communities Act (1989) applies equally to all members of the campus community, unlawful possession, use, and distribution of alcohol and controlled substances is prohibited on campus and at officially sponsored events for faculty and staff as well as for students. For private, off-campus entertaining, the University encourages all employees to be exemplary role models in their own behavior and to follow all guidelines for hosting social events.

Drugs

Illicit drugs are prohibited and will be responded to in a manner consistent with and in cooperation with the local community and its officials, enforcing Federal and State laws. The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal contractors, federal grant recipients, and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse

policy. Transylvania University shall comply with all provisions of these acts. This policy shall apply to all university employees. Transylvania University prohibits the possession, manufacture, distribution, dispensation, or use of illicit drugs, and the unlawful use, possession, or distribution of alcohol or controlled substances on all university property, at any locations where employees or students are conducting university related business or activities, when using university vehicles, and when using private vehicles on university business or in the conduct of university activities.

Individuals who need assistance relating to the use or abuse of alcohol or drugs may contact the Woodland Group at (859) 255-4864 or the 24 hour crisis line, 1-800-350-6438. The Woodland Group is the provider for the faculty and staff assistance program. The program offers employees and dependents 8 sessions per person, for each problem, per year at no cost. Subscribers to the health insurance plan may also take advantage of the mental health benefits associated with the plan. Lastly, numerous resources exist within the community, some of which are listed in the “off-campus numbers” section of the Transylvania phone book. A faculty or staff member who violates this policy is subject to disciplinary action up to and including termination of employment. Any individual who retains employment will receive a mandatory referral to the faculty and staff assistance program and shall be expected to comply with the counselor’s course of treatment. In compliance with the Federal Drug-Free Workplace Act of 1988, an employee shall notify the immediate supervisor if the employee is convicted of a criminal drug offense occurring in the workplace or while on University business within five days of the conviction. The University shall take appropriate sanction and remedies in accordance within its policies. The provisions of this section are applicable to students who are employees of the University. If the employee is under a federal contract or grant, the University shall notify the contracting or granting agency of the conviction and of its actions. This section of this policy is also applicable to students who receive a Pell grant (federal grant).

In order to enforce our policy, Area Coordinators, the Department of Public Safety, and the Dean of Student's staff may enter a student's residential room if there is sufficient reason to suspect illicit drugs. Staff will announce to the student that unless immediate entry to the room is provided by the occupant, staff will unlock the door and enter to continue the investigation. University judicial decisions are based on a preponderance of evidence, not proof beyond a reasonable doubt; therefore, testimony of educated witnesses is sufficient to indicate a preponderance of evidence for referral and processing. That same standard may be used to

determine an individual responsible in a judicial hearing. Parents or legal guardians may be notified of the offense and sanctions. Repeat offenders may be suspended or expelled. Because Transylvania University is a private institution, we reserve the right to enforce rules and impose sanctions more strictly than the public judicial system. In the greater community, drug use may not appear to affect the general population; in a close, tight-knit community such as a residence hall or house, it has the potential to affect all residents. We believe our residents have the right to a safe, law-observing community.

Associated Risks

- *Physical* - Use/abuse of alcohol and other drugs often is accompanied by accidents and personal injury including but not limited to cuts, sprains, bruises, and broken bones. Personal injury may be caused by self or others. Sexually transmitted diseases (STDs), physical violence (fights), date rape, and rape/assaults all have a high correlation to the misuse/abuse of alcohol and other drugs. Poisoning can and often does occur because of these substances, and can result in death.
 - Continued and long-term use/abuse of alcohol and controlled substances have been demonstrated to have a negative effect on almost every major body organ and systems. Persons who regularly use or abuse these substances have the decreased ability to fight off normal germs, and therefore have a higher incidence of illnesses requiring personal and medical treatment. The ingestion of alcohol also leads to impaired sleep. The use of alcohol or controlled substances has further been related to weight gain and poor nutrition. The ability to tolerate alcohol is identified as both a physical risk and a psychological risk, which may be one of the first indicators of developing alcoholism.
- *Psychological* - The use/abuse of alcohol or controlled substances very often leads to forgetfulness, the inability to concentrate, impaired decision making skills, the inability to recall previously known information or events (blackouts), anxiety, paranoia, and hallucinations.
- *Interpersonal/Social* - Problems with personal identity, failure to meet personal goals, loss of student status, loss of job (work study or other), loss of scholarships, and ineffective communication skills with both friends and family are some of these risks. Accountability for actions is an adult characteristic. Persons who are under the influence of alcohol or other controlled substances continue to be held accountable for their actions regardless of the level of drug-induced impairment.
- *Other* - Unplanned pregnancy and unplanned parent status frequently are the result of the misuse of alcohol or controlled substances. Destruction of personal property or

community property is a risk to all who misuse these substances. Responsibility for another person's actions secondary to enabling maladapted behavior may result in a financial obligation to all persons present.

Reporting

The community is encouraged to report any student concerns either directly to the Associate Dean of Students and/or by using the confidential [students of concern form](#). For additional information on reporting see Voluntary and Confidential Reporting.

Resources

Transylvania provides special assistance for substance abuse and chemical dependency through its counseling services. In addition, several Student Affairs staff have been trained to use BASICS (Brief Alcohol Screening Intervention for College Students). If someone is concerned about their alcohol or other drug use they can contact Student Affairs. Trained counselors are available by appointment or through a 24-hour community crisis line that is provided. On-campus educational programs and special classes for offenders are scheduled periodically for students and employees. Additional educational benefits are coordinated through Student Health Services and by our campus nurse. Benefit eligible employees and their families may obtain counseling from the Woodland Group through our Employee Assistance Program. In addition, faculty and staff may be able to obtain partial reimbursement for private counseling and rehabilitation through their insurance. This is a directed provider plan so the employee should consult the literature of Humana healthcare plans for details. This coverage is available whether or not a faculty or staff member is found to be in violation of these policies. Other resources exist within the community:

1. Ridge Behavioral Health Services in-patient and out-patient services are offered to anyone with alcohol and/or substance abuse problems. They are available 24 hours a day (call 269-2325). Costs are assumed by the patient.
2. Self-help groups (ACA, Alanon, Alateen, AA, etc.) are active in the community and are open to anyone. Contact numbers are available in the Community Services Guide of the telephone directory.

Counseling Services

Transylvania provides on-campus counseling services **Monday - Friday** located in the back of the W.T. Young Campus Center, behind the pool. Services include individual and couples' counseling and referrals to other types of mental health services. Services are confidential and

are not a part of a student's academic record. Sessions typically last 50 minutes and may occur weekly, bimonthly, or as arranged by you and your counselor. Scheduling an appointment ahead of time is recommended, to ensure that a counselor is available to see you (and not with another student) when you arrive. For more information about student counseling services call 859-281-3682 or email counseling@transy.edu.

Transylvania University Title IX Policy

Purpose:

Members of the campus community are entitled to an educational and working environment free of discrimination, harassment, and retaliation.

Title IX Policy Statement:

Transylvania University is legally bound by Title IX of the Education Amendments of 1972, which prohibits sex- and gender- based discrimination in educational programs that receive federal funds. The Director of Health and Wellness serves as the Title IX Coordinator for TU and oversees the investigation of all complaints filed. In addition, there are annually trained Title IX Investigators and Advocates. The following document serves to provide information about the legal definitions of prohibited behaviors, as well as resources and reporting and resolution procedures for incidents that fall under the purview of Title IX. Some of the policies do apply more broadly to many discriminatory behaviors that are not governed by Title IX, but the specific reporting and resolution policies described here refer to sex and gender based discrimination that interferes with the educational mission of the University. Such interference can happen under any of the following conditions:

- Any action that constitutes a criminal offense as defined by federal, state, or local law;
- Any situation where it appears that the respondent may present a danger or threat to the health or safety of self or others;
- Any situation that significantly infringes upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.
- Any situation that creates a hostile environment on campus or in an off-campus education program or activity.

Equal Opportunity Policy Statement:

Transylvania University's Title IX policies exist as part of its broader commitment to equal opportunity for all. It is the policy of Transylvania University to ensure that the institution is free of harassment for any discriminatory reason, such as race, gender identity, sexual orientation, national origin, disability, age or religion, as prohibited by state and federal law. The University prohibits not only unlawful harassment, but also other unprofessional and discourteous actions that affect the professional and congenial work environment among faculty, staff, and students. For this reason, derogatory racial, ethnic, religious, ageist, sexual, or other inappropriate remarks, slurs, or jokes will not be tolerated.

Title IX Jurisdiction/Application:

The Title IX Policy applies:

- regardless of the status of the parties involved, be they non-members of the campus community, students, faculty, administrators, and/or staff.
- regardless of the gender, sexual orientation, race, national origin, disability, age, or religion of the individuals involved.
- to allegations of discrimination, harassment, and retaliation that take place on Transylvania property or at university-sponsored events, regardless of their location.
- to allegations of discrimination, harassment, and retaliation that occur off-campus or to actions online when the appropriate office determines that the off-campus or online conduct could have an on-campus effect or impact on the educational mission of the University.

The University's response may be limited if any party is a guest or is not subject to the University's jurisdiction, however the University will make a good faith effort to treat incidents that involve guests or that happen off campus in the same manner that it treats incidents of on-campus conduct involving students.

The University will take steps to be certain these equal opportunity policies are available to all students, faculty and staff through annual distribution. Upon request policies can be translated for those with disabilities and/or English language learners.

Mandatory Reporting

Transylvania University requires all employees to be "mandatory reporters" of all discriminatory incidents. For the purposes of Title IX, this means employees who become aware of alleged incidents involving at least one TU student or guest that may constitute discrimination, harassment, or sexual misconduct are required to inform the Title IX Coordinator of any and all

details they have heard about the incident. These details can include the names of the alleged perpetrator(s), complainant(s), witnesses; and facts like date(s), time(s), and location(s). Mandatory reporters of TU include administrators, staff, faculty, and Resident Advisors. However, the Associate Dean of Student for Inter-religious Life, Campus Counselors in Health and Wellness, and Health Professionals in Health Services are NOT mandatory reporters.

Statement of Rights for Complainants and Respondents

In addition to the rights stated in the Student Handbook both complainants (alleged victims) and respondents (alleged perpetrators) will be afforded the following rights under this policy. The following list will be provided to all parties in writing:

- To be treated with respect by University officials
- To take advantage of campus support resources (such as Counseling Services and University Health Services for students, or EAP services for employees)
- To experience a safe educational and work environment
- To have an Advocate present throughout the process
- To have the right to a formal resolution process
- To be free from retaliation
- To have complaints heard in substantial accordance with these procedures
- To reasonable and necessary participation in the process

If someone is sexually assaulted

A person who experiences sexual discrimination, harassment, misconduct, or assault may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct; both to address the effects of the incident, and to help them determine whether and how to make a formal complaint about the incident.

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call the Department of Public Safety if you are on-campus and/or 911 if you are not.
2. Consider contacting the Bluegrass Rape Crisis Center for professional support to assist you in the crisis. On campus counseling is also available to all current students M-F 9am-5pm. The Woodland Group is available to employees and can be reached by calling 1-800-350-6438.

3. For your safety and well-being, immediate medical attention is encouraged. The medical centers, both on and off campus, provide treatment of injuries, STI screenings, and pregnancy testing. If you wish to have an evidence kit collected (“rape kit”), you can do so at any local hospital. If possible, do not shower, brush your teeth, urinate, eat, drink or change clothes until after evidence is collected.
4. Consider your reporting and support options. No survivor of sex-based discrimination, harassment, misconduct, or assault is required to report or take legal action. However, you can choose to report to the Title IX Coordinator and/or local law enforcement. If you contact the Title IX Coordinator, that person can assist you with University concerns, such as no-contact orders or other protective measures, and/or provide you with a full list of support services and options. Either the Title IX Coordinator or the Department of Public Safety can assist you in contacting law enforcement, if you desire.

I. Definitions of Prohibited Conduct

A. Discrimination

Transylvania University adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The University prohibits discrimination against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any complaint process on campus or with other human rights agencies.

Transylvania’s equal opportunity policy covers discrimination in employment and in access to educational opportunities. Discrimination is defined as adverse treatment of an individual based on that individual’s membership in one or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the University policy on discrimination. **All University employees shall report all suspected incidents of discrimination or harassment to the appropriate persons.** Any discriminatory acts under Title IX must be reported to the Title IX Coordinator if made known to a campus mandatory reporter.

B. Harassment

The University prohibits harassment against any employee, student, visitor, or guest on the basis of any class protected by University policy or KY state law. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under University policy.

1. Bias-Related Harassment

This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

This environment may be created by verbal, written, graphic, threatening and/or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.

2. Sexual Harassment

This policy prohibits any form of sexual harassment. Sexual harassment is unwelcome sexual- or gender-based verbal, written, direct/indirect, online, and/or physical conduct. Sexual harassment creates a hostile environment and may be disciplined when it is sufficiently severe, pervasive, persistent, or objectively offensive that it:

- has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the University's educational, social, and/or residential program, or
- is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

3. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved, when a person commits an act without consent. The definition of consent below will be used in the interpretation and application of this policy:

Consent

Consent is an ongoing voluntary agreement, which can be given verbally or nonverbally, to engage in sexual activity. **Absence of protest is not consent.**

In order to obtain consent, all parties:

- Must be fully conscious (If one is asleep, unconscious, or incapacitated due to drugs or alcohol and/or mental instability, consent cannot be given.)
- Must be willing to engage in sexual activity (If one is threatened, coerced, or restrained unwillingly, consent cannot be given.)

The same definition holds whether the assailant is a stranger, an acquaintance, friend or a significant other. The University policy is that a person has the right at any time to say "no" to sexual activity and that "no" means "no." It is the University's position that every human being is entitled to privacy and respect, and that rape is a violent crime of power as well as a violation of human dignity.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

As used in KRS 510.020, Lack of consent. (1) Whether or not specifically stated, it is an element of every offense defined in this chapter that the sexual act was committed without consent of the victim. (2) Lack of consent results from: (a) Forcible compulsion; (b) Incapacity to consent; or (c) If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct. (3) A person is deemed incapable of consent when he or she is: (a) Less than sixteen (16) years old; (b) An individual with an intellectual disability or an individual that suffers from a mental illness; (c) Mentally incapacitated; (d)

Physically helpless; or (e) Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency. (4) The provisions of subsection (3)(e) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between the parties.

Any number of actions legally qualify as sexual misconduct, including but not limited to, the following categories:

Consensual Relationships:

The Office of Civil Rights dictates that consensual romantic and/or sexual relationships where a power differential exists, whether real or perceived, will be assumed non consensual when a complaint is filed. The effect of such a relationship may render an individual's work, academic, or social environment intimidating, offensive, or hostile. Hence, all University employees are strongly discouraged from entering into romantic and/or sexual relationships which could lead to the creation of a hostile educational, social, and/or work environment for other members of the University community.

4. Stalking:

Course of conduct targeted at an individual or group that would cause a reasonable person to feel afraid.

In Kentucky, stalking means an intentional "course of conduct" towards a "specific person" that

1. Does not serve a legitimate purpose,
2. Seriously alarms, annoys, intimidates or harasses that person and
3. Would cause a reasonable person to suffer substantial mental distress.

Constitutionally protected activity is excluded.

The "course of conduct" must include at least two acts, one of which can be the use of a device to communicate or transmit information, such as a telephone, computer, camera, scanner, copier, audio/video recorder and any equipment that enables use of the device.

As used in KRS 508.140 Stalking in the first degree.

A person is guilty of stalking in the first degree

- A. When he or she intentionally:

1. Stalks another person; and
2. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:
 - a. Sexual contact as defined in KRS 510.010;
 - b. Serious physical injury; or
 - c. Death; and

A protective order has been issued by the court to protect the same victim or victims and the defendant has been served with the summons or order or has been given actual notice; or A criminal complaint is currently pending with a court, law enforcement agency, or prosecutor by the same victim or victims and the defendant has been served with a summons or warrant or has been given actual notice; or The defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or The act or acts committed while the defendant had a deadly weapon on or about his person.

Stalking in the first degree is a Class D felony.

508.150 Stalking in the second degree

A person is guilty of stalking in the second degree when he intentionally:

- a. Stalks another person; and
- b. Makes an explicit or implicit threat with the intent to place that person in reasonable fear of:
 1. Sexual contact as defined in KRS 510.010;
 2. Physical injury; or
 3. Death

Stalking in the second degree is a Class A misdemeanor.

5. Relationship Violence:

Pattern of behavior used to establish power and control over another person within the context of a current or previous intimate relationship. Categories can include but are not limited to: physical battering, sexual assault, emotional or psychological abuse. Relationship violence includes harm or the threat of harm to an individual.

6. Domestic Violence:

Domestic violence means a felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) 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

(E) 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.

As used in KRS 403.715 to 403.785: (1) "Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple.

7. Sexual Assault:

An offense that meets the following definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape:

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

As used in KRS 510.060 Rape in the third degree. (1) A person is guilty of rape in the third degree when: (a) He or she engages in sexual intercourse with another person who is incapable of consent because he or she is an individual with an intellectual disability; (b) Being twenty-one (21) years old or more, he or she engages in sexual intercourse with another person less than sixteen (16) years old; (c) Being twenty-one (21) years old or more, he or she engages in sexual

intercourse with another person less than eighteen (18) years old and for whom he or she provides a foster family home as defined in KRS 600.020; (d) Being a person in a position of authority or position of special trust, as defined in KRS 532.045, he or she engages in sexual intercourse with a minor under eighteen (18) years old with whom he or she comes into contact as a result of that position; or (e) Being a jailer, or an employee, contractor, vendor, or volunteer of the Department of Corrections, Department of Juvenile Justice, or a detention facility as defined in KRS 520.010, or of an entity under contract with either department or a detention facility for the custody, supervision, evaluation, or treatment of offenders, he or she subjects a person who he or she knows is incarcerated, supervised, evaluated, or treated by the Department of Corrections, Department of Juvenile Justice, detention facility, or contracting entity, to sexual intercourse. (2) Rape in the third degree is a Class D felony.

B. Fondling:

The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.

Kentucky does not define fondling in KRS.

C. Incest:

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

As used in KRS 530.020 Incest. (1) A person is guilty of incest when he or she has sexual intercourse or deviate sexual intercourse, as defined in KRS 510.010, with a person whom he or she knows to be an ancestor, descendant, uncle, aunt, brother, or sister. The relationships referred to herein include blood relationships of either the whole or half blood without regard to legitimacy, relationship of parent and child by adoption, relationship of stepparent and stepchild, and relationship of stepgrandparent and stepgrandchild. (2) (a) Incest is a Class C felony if the act is committed by consenting adults. (b) Incest is a Class B felony if committed: 1. By forcible compulsion as defined in KRS 510.010(2); or 2. On a

victim who is: a. Less than eighteen (18) years of age; or b. Incapable of consent because he or she is physically helpless or mentally incapacitated. (c) Incest is a Class A felony if: 1. Committed on a victim less than twelve (12) years of age; or 2. The victim receives serious physical injury.

D. Statutory Rape:

Sexual intercourse with a person who is under the statutory age of consent.

As used in KRS 510.020, Lack of consent. (1) Whether or not specifically stated, it is an element of every offense defined in this chapter that the sexual act was committed without consent of the victim. (2) Lack of consent results from: (a) Forcible compulsion; (b) Incapacity to consent; or (c) If the offense charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct. **(3) A person is deemed incapable of consent when he or she is: (a) Less than sixteen (16) years old;** (b) An individual with an intellectual disability or an individual that suffers from a mental illness; (c) Mentally incapacitated; (d) Physically helpless; or (e) Under the care or custody of a state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency. (4) The provisions of subsection (3)(e) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between the parties.

II. Reporting

All University employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Coordinator, subject to the rules for mandatory and non-mandatory reporters described in this policy. **Complaints and reports should be made as soon as possible after an incident.** Any student who is aware of or who witnesses discrimination, harassment, sexual misconduct, or retaliation is encouraged to promptly report to the Title IX Coordinator. Reports to police and/or Title IX officials do not obligate the complainant to file any criminal or university conduct charges, for that reason Transylvania University offers several reporting options, including both indirect and direct.

A. Indirect Reporting Options

1. **Anonymous and Third Party Reporting:**

The Title IX Coordinator accepts anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports in a timely manner. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or designee to investigate and respond as appropriate. The University may be limited in its ability to investigate an anonymous or third party report unless sufficient information is provided.

2. **Confidential Disclosure:**

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with non-mandatory reporters, including counselors, health service providers, [victim services advocates](#), [domestic violence resources](#), local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). Non-mandatory sources may submit anonymous statistical information without identifying information to our reporting bodies for our legal responsibility to send out a timely warning and for Clery Act reporting purposes. If a reporting party is unsure of a resource's ability to maintain confidentiality, the reporting party is advised to ask them before talking to them. **On-Campus Counseling** is available for students and/or the **Employee Assistance Program** is available to employees both free of charge.

3. **Red Flag Reporting:**

This reporting is available to the campus community as a reporting method for those that are not comfortable with existing internal reporting channels. To file a report using Red Flag Reporting go to www.redflagreporting.com or call 1-877-64-RedFlag (1-877-647-3335).

B. Direct Reporting Options

1. **Direct Reporting to Title IX Coordinator:**

Reporting Parties are encouraged to speak to University officials, such as the Title IX Coordinator, to make formal reports. Complainants have the

right, and can expect, to have complaints taken seriously by the University when formally reported and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to all those involved as information will be shared on a need-to-know basis with a small group of officials, witnesses, and the respondent(s). The number of people with this knowledge will be kept as low as reasonably possible to preserve a complainant's rights and privacy.

2. Police Reporting:

Reports may also be made to the police, especially if a crime is or may be involved, by calling the following numbers:

- Emergency 9-1-1
Lexington Police Department- Special Victims Services 859-256-3749
Fayette County Sheriff's Office: 859-252-1771
- Department of Public Safety 859-233-8118 (on-campus incidents)
Individuals are encouraged to call 9-1-1, if someone is in immediate danger. Allegations of criminal conduct can be reported to law enforcement even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting the individual with victim advocate services and counseling support, initiating a criminal investigation as appropriate, and answering questions about the criminal process.

III. Retaliation

The University seeks to create an environment where its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging a violation of their civil rights, supporting a complainant, or for assisting in providing information relevant to a claim, is a serious violation of this policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator.

IV. Following the Report Filed

All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be reported to the Title IX Coordinator, but, subject to the University's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of all those involved. In all cases, the University will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an complainant chooses not to initiate or participate in a formal complaint. From the time of the initial complaint the Title IX Coordinator will make every effort to resolve within 60 days.

A. Role of the Title IX Coordinator and/or designee

The Title IX Coordinator is charged with coordinating the University's response to reports of misconduct under this policy and federal guidelines provided by OCR. At times a trained designee will be appointed to further investigate complaints filed. The role of the Title IX Coordinator or designee is a complex role that:

- works to ensure a fair and neutral process for all parties consistent with the University's policies;
- explains options for resolution, both formal and informal to both parties;
- communicates the provisions for confidentiality;
- provides both parties information on options for obtaining victim advocacy, medical and counseling & mental health services, legal assistance, visa & immigration assistance, student financial aid, and other remedial accommodations available;
- assists with making criminal reports;
- coordinates with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, dining, and work assignments.

Remedial Accommodations:

Several remedial accommodations are available to the complainant in writing, including but not limited to, classroom accommodations, no contact orders, no trespass orders, counseling services, residential living accommodations, and/or other accommodations that can help create an increased feeling of safety.

In addition, if the University feels that the respondent is a continued threat on our campus, the University has the right to impose temporary suspension until resolution of the investigation.

B. Federal Timely Warning Obligations

Complainants of sexual misconduct should be aware that University administrators must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees. Should University administrators judge that a crime alert is warranted, the University will withhold a victim's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

C. Confidentiality and Reporting of Offenses

Transylvania University will make every effort to safeguard the identities of individuals who seek help and/or report discrimination, harassment, and/or retaliation. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not complainant chooses to pursue a complaint.

In cases where a report is made about an incident involving a complainant who is hesitant to come forward, the Title IX Coordinator or designee may seek additional information to ensure campus safety, even if information identifying either complainant or respondent is withheld in the initial report. The Coordinator will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such exists, institutional action may be required to secure campus safety. As such, no employee should ever promise absolute confidentiality except non-mandatory reporters (campus counselors, campus health professionals, and the Associate Dean of Students for Inter-religious Life). Reports may be private, but not confidential.

The University will not pursue disciplinary action for improper use of alcohol or other drugs against an complainant of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith.

Deliberately false and/or malicious accusations of discrimination, harassment, or retaliation, (as opposed to complaints which, even if erroneous, are made in good faith) are just as serious an offense as discrimination, harassment, or retaliation and will be subject to appropriate disciplinary action.

The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise that would prevent the redisclosure of information related to the outcome of the proceeding.

D. Role of the Advocate

Individuals involved in a Title IX investigation, regardless if they choose to go through the informal or formal resolution processes described below, are encouraged to utilize a Faculty/Staff Advocate. A Faculty/Staff Advocate is a Transylvania administrator or faculty member who is annually trained to support both complainants (alleged victims) and respondents (alleged perpetrators) in sexual harassment, assault, or misconduct cases. An Advocate can assist a student throughout the University process. Advocates may work with the Title IX Coordinator to assist in arranging accommodations that would benefit either party, including but not limited to housing assignment changes, assignment or exam rescheduling, and alternative course completion options. Students can choose from a diverse list of potential Advocates and may switch Advocates at any point should they choose. Students are not required to accept the offer of advocacy services, but are strongly encouraged to do so.

E. Student Complaint Resolution Process

The University will respond to any alleged violation of this policy received by the Title IX Coordinator. This section outlines the two ways in which reported offenses can be pursued: informal and formal processes. Regardless of the process, the Title IX Coordinator will keep records of any resolution.

Informal Resolution Process:

Informal resolution is a process overseen by the Title IX Coordinator, the primary goal of which is to end harassment, prevent the reoccurrence, and remedy any known impact on the campus community. The Title IX Coordinator will determine if informal resolution is appropriate, based on the willingness of the parties, the information gathered during the investigation, and the nature of the alleged conduct. Sanctions are generally not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedies.

Anyone participating in the informal resolution process can stop that process at any time and request to continue through the formal resolution process. In addition, the University reserves the right to change an informal resolution process to a formal resolution process, if sufficient evidence suggests the need to do so. However, it is not necessary to pursue an informal resolution process first in order to initiate a formal resolution process.

Formal Resolution Process:

A student wishing to bring formal sexual misconduct charges against another student has the right to use the University Judicial system. Anyone wishing to bring charges against another student should contact the Title IX Coordinator, who, along with the Dean of Students' office, will explain the formal conduct process. In addition, the Title IX Coordinator can initiate a formal hearing process if deemed appropriate. The formal resolution process, in addition to working toward ending harassment, preventing the reoccurrence, and providing remedies for any known impact(s) on the campus community, may also result in sanctions should the Hearing Board find that the respondent is in violation of the policy.

Due to the sensitive nature of sexual misconduct, a somewhat different procedure from the standard Judicial process is used to hear these cases.

Preparing for the Hearing:

The complainant will be asked to write an account of the incident that will be used to generate a charge letter to the respondent and will be entered as evidence in the judicial hearing. If the complainant wants the University to impose a no-contact order on the respondent, they should request one at this time.

The respondent will receive a charge letter once charges have been determined by the Dean of Students or designee, and the complainant will be notified when

this letter is delivered. The respondent will be offered a Faculty/Staff Advocate and will be asked to respond to the complaint in writing within 72 hours of receiving it, and that response will be shared in writing with the complainant.

Any persons having specific knowledge of the matter may be called as witnesses by either the complainant or the respondent. Witness lists should be submitted in writing to the Dean of Students or designee at least 72 business hours before the hearing. Witness lists will then be shared in writing with all involved parties at least 48 hours before the hearing. Witnesses will be required to submit a statement in writing at least 72 business hours before the hearing to the Dean of Students or designee. No surprise witnesses and or guests will be permitted. Further, all documentary evidence that will be introduced to the hearing should be submitted to the Dean of Students or designee at least 72 business hours before the hearing so that it, too, may be shared with all involved parties at least 48 business hours before the hearing. No sexual history or character evidence about either party will be accepted.

Once all witness lists and documentary evidence have been shared among both the complainant and the respondent, both are invited to submit questions in writing for the hearing panel to consider asking during the hearing. These questions are due 24 business hours before the hearing. Whether these questions will be introduced at the hearing is at the discretion of the panel.

Please Note: Only those directly involved in the case will be made aware of the charges made, therefore, we do not recommend discussing the case with other campus community members to respect the privacy of those involved in the case.

Additionally, all cases will be completed as quickly as reasonably possible. Requests for extensions of timeframes involved in the case must be made in writing, will be granted only for good cause at the discretion of the Title IX Coordinator and the Dean of Students or designee. All involved parties in a case will be informed of extensions in writing.

Sexual Misconduct Hearing Board:

The Title IX Coordinator and the Dean of Students Office will convene a Sexual Misconduct Hearing Board consisting of three Transylvania community members to conduct a closed hearing. More specifically, the board will consist of current faculty/staff Judicial Council members. Two members of the board will be the same gender as the accused. All hearing board members are required to receive annual training on all issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability. All involved parties will be informed of the composition of the panel at least 5 days prior to the hearing, and can object to any member of the board for cause.

Replacement of any hearing board member is at the Title IX Coordinator's and the Dean of Students' or the designee's discretion.

The Hearing:

The order of the hearing will normally be as follows:

1. Introduction and reading of the alleged violations
2. Opening statement by complainant
3. Opening statement by respondent
4. Presentation of witnesses by complainant
5. Presentation of witnesses by respondent
6. Evidence not previously made available by the complainant
7. Evidence not previously made available by the respondent
8. Questions from the hearing board
9. Closing statement by the respondent
10. Closing statement by the complainant
11. Closed deliberation by the hearing board
12. Rendering of decision by the hearing board

As with all University judicial system cases, a hearing may proceed even if one or both parties fail to attend the hearing. Further, once a sexual misconduct complaint has been brought forward, the University shall proceed in the adjudication of the case in accordance with Title IX. In such cases, the Title IX coordinator will always be notified at the beginning of the process.

Special Accommodations or Proxy:

Either party may request to present their case outside the physical presence or line of sight of the other party. Every effort will be made to accommodate such requests. Either party wishing to make a request for special accommodations must submit in writing their request at least 48 business hours prior to the hearing to the Title IX Coordinator and Dean of Students (or designee). Some examples of special accommodations are the use of telephone hearings and/or skype. Further, either party may petition to present their case by proxy at least 48 business hours prior to the hearing. The University, however, cautions parties that using a proxy may lead to a party not being able to fully respond to questions presented by the hearing panel or other issues brought up in the hearing. A party's proxy may not be legal counsel or their Faculty/Staff Advocate.

Hearing Board Outcome:

Following the hearing, the decision of whether a policy violation has occurred will be determined by using a **preponderance of the evidence** standard. A finding of

a policy violation by a preponderance of the evidence, which differs from the legal process without a reasonable doubt, means that it is more likely than not that the policy violation occurred. If, following the hearing, the decision is that no policy violation has occurred the process will end. Regardless of the outcome, the complainant, the respondent, and the Title IX Coordinator will be notified of the finding in writing once the charge letter is generated. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of notification. If a student is found in violation of University policy, the hearing board will assess appropriate disciplinary sanctions after consultation with the Title IX Coordinator and Dean of Students (or designee). The Dean of Students (or designee) will notify the respondent, the complainant, and the Title IX Coordinator in writing of the Dean of Students' decision. PLEASE NOTE: To ensure all things are considered, some sanctions might take up to 7 business days to fully define and to determine the parameters of the particular sanction given.

Student Withdrawal While Charges Pending:

Should a responding student decide to withdraw from the University and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the University unless any and all sanctions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively remedy the effects of the conduct upon the complainant and the community.

Sanctions:

Sanctions for a student who has violated Standards of Conduct, may include, but are not limited to, verbal or written warning, required educational program, social probation, suspension, and expulsion.

F. Investigation Finding For Employees

Upon receipt of the investigative report, the Title IX Coordinator will determine if this policy has been violated by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If the Title IX Coordinator decides that no policy violation has occurred, then the process will end. Regardless of the outcome, the complainant and the respondent will be notified

of the finding in writing. The respondent's department head/director, Dean, Vice President, and the President will also be notified of the finding.

In the event that the employee violated University policy, the Vice President of the respondent will determine appropriate disciplinary sanctions based on the recommendation from the Title IX Coordinator. Regardless of the outcome, the complainant, the respondent, and the Title IX Coordinator will be notified in writing of the outcome within fifteen working days of the date of the notice from the Title IX Coordinator. If the Vice President serves as a party or witness in the investigation, the Title IX Coordinator's recommendation will be sent to the President for determination of disciplinary sanctions.

Employee Resignation While Charges Pending

Should a responding employee resign while charges are pending, the records of the Title IX Coordinator will reflect that status, as will University responses to any future inquiries regarding employment references for that individual. Should an employee decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the employee's absence to a reasonable resolution and that employee will not be permitted to return to the University unless any and all sanctions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively remedy the effects of the conduct upon the complainant and the community.

Employee Sanctions

Sanctions for an employee who has violated this policy may include, but are not limited to, verbal or written warning, required counseling, training, demotion, reassignment, suspension with or without pay, and termination.

G. Appeals

Appeals of the decision of the Dean of Students (for students) or the Vice President/President (for employees) may be filed by the complainant or the respondent or both. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator within **five business days** who will then share it with the appropriate office (Dean of Students/Designee for students) or (Vice President/President for employees) for consideration. The Title IX Coordinator

and the Dean of Students or designee will ensure it meets the following criteria to permit the appeals to move forward.

Appeals are limited to allegations of the following:

- A procedural error or omission occurred that significantly impacted the outcome.
- There is new evidence, unknown or unavailable during the investigation, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction/responsive action(s) are final. When a party requests an appeal, the other party (parties) will be notified and given an opportunity to respond.

For students: In cases involving student conduct, a person designated by the Dean of Students will review the appeal request(s).

For employees: In cases involving employee conduct, a person designated by the President will review the appeal request(s).

Where the designee finds that at least one of the grounds is met, and proceeds with the appeal, additional principles governing the hearing of appeals include the following:

- The original decision will only be changed when there is a compelling justification to do so. Interim and/or protective actions will be imposed and/or continued as appropriate.
- Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
- **The designee will render a decision within ten business days** to the Title IX Coordinator who with the assistance of the designee will provide written notice of the appeal to all parties in a timely manner from the date of the appeal review.

- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final: further appeals are not permitted under this policy.

H. Failure to Complete Sanctions

All respondents are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the University. For students, failure to comply may result in suspension and/or hold to prevent future registration.

V. Records

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the Title IX Coordinator indefinitely in the office of Health and Wellness. To minimize the risk of improper disclosure, disciplinary records are kept under the supervision of the Title IX Coordinator in an offsite online computer database with servers in multiple locations separate from all other records. Should the integrity of the confidential records be violated, all affected parties would be notified in writing from the Title IX Coordinator.

VI. Resources

A. University Title IX Coordinator

Ashley Hinton-Moncer, Title IX Coordinator
859-233-8854
ahinton@transy.edu

B. Interpersonal Violence Prevention Programming and Training

The Office of Interpersonal Violence Prevention Programming organizes training and awareness programs for the Transylvania community. Awareness programs

include, but are not limited to, increased understanding of sexual misconduct, stalking, partner violence, and consent. Students are required to complete Everfi's Haven prior to their arrival on campus. Haven provides a brief overview of the effects of trauma and the role alcohol and other drugs can play in sexual violence. Students are also required to attend mandatory orientation sessions for Title IX and Green Dot. The Title IX orientation program helps students understand the school's grievance procedures and reporting options including both formal and confidential disclosure options. The training also provides students with an understanding of what constitutes a hostile environment and encourages students to report without the need of determining what does and does not create a hostile environment. Students are also informed of the confidential reporting resources both on and off campus.

Ashley Gutshall, Coordinator of Interpersonal Violence Prevention Programming
859-233-8131
agutshall@transy.edu

All mandatory reporters are required to complete several online trainings provided by Workplace Answers. The Title IX Coordinator is also available for on-demand training to answer any additional questions.

A complete list of trainings provided can be found [here](#).

C. Additional Resources

Some forms of harassment and discrimination may violate federal and state laws, and a Complainant or Respondent may choose to contact the following agencies regarding their complaint:

Philadelphia Office for Civil Rights

U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Phone: (215) 656-8541
TDD: 1-877-521-2172
Email: OCR.Philadelphia@ed.gov

Revisions: These policies and procedures will be reviewed and updated regularly by the Title IX Coordinator. The Title IX Coordinator may make minor modifications to procedure

that do not materially change the process. However, the Title IX Coordinator may also vary procedures materially with notice (on the University's policy website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy or applicable law requires otherwise.

Kentucky State Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Department of Public Safety is providing a link to the Kentucky State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Pursuant to KRS 17.580, the Kentucky State Police provides sex offender registration information to the public through this website. The link to the Kentucky State Police sex offender registry is <http://www.kentuckystatepolice.org/sor.htm>.

Missing Student Policy & Procedures

When students deposit with the university, they are provided the option to provide emergency contact information and missing persons information in case they end up missing as these two sets of contacts may be different. The form for this information is found on TNET in the Faculty/Staff Information section and is titled, "Emergency Information." As with all student information on TNET, this information is confidential and this is accessible only to authorized campus officials and law enforcement officials acting in the process of a missing persons investigation. This link is permanently available to students and the contact information may be changed at any given time by a student as they so choose.

When a student has been missing for 24 hours the Department of Public Safety must be immediately notified. Where it is determined that the reported student is a resident of an on-campus housing complex, the Dean of Students shall be notified immediately and given the exact time the student was determined missing. The Dean of Students Office is responsible for notifying individuals on the Emergency Information form found on TNET within the next 24 hours. If the student is under 18 years of age and is not emancipated, the Dean of Students will notify the student's custodial parent or guardian and any other designated contact person within 24 hours. The Dean of Students Office will also notify the LPD that a student is missing within 24 hours.

Procedures:

1. Officers responding to a call reference an abducted victim shall ensure that the following criteria are met before initiating an Amber Alert:
 - a. Confirmation that the victim seventeen (17) years of age or less.
 - b. Confirmation that the abduction has occurred and the officer and his/her supervisor believes that the circumstances surrounding the abduction are true.
 - c. There is reason to believe that the victim is in immediate danger of serious physical injury or death.
 - d. There is sufficient descriptive information available to disseminate to the general public that could assist in the safe recovery of the victim and/or apprehension of the suspect.
3. Officers shall notify their supervisor and the Director of Public Safety that the criteria has been met, and must receive his/her approval in order to initiate an Amber Alert.
4. Officers shall notify the various law enforcement agencies along with LPD.
5. After obtaining complete information and command approval, officers shall then deliver the victim's information and photograph directly to Dispatch, who will submit the information and victim photograph directly to the Kentucky State Police. The Kentucky State Police will verify that alert criteria have been met and initiate the Amber Alert statewide and notify the National Center for Missing and Exploited Children. Intra-agency alerts will be made by Dispatch.
6. If the victim is located, an alert cancellation shall be immediately Issued to local media and the Kentucky State Police.
7. The Transylvania University Department of Public Safety will utilize every resource available to investigate and facilitate the safe return of all abducted people/children.

Whistleblower Protection & Anti-Retaliation

Transylvania University is committed to protecting the safety, and, when appropriate, the identity of the person or persons reporting the crimes included in this report. Transylvania University is committed to providing all members of the University community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the University community has a reason to believe or reasonably suspects that the University or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established University policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the University and the whole University community for this information to be brought forward immediately and dealt with promptly.

Employees: Any employee with reasonable suspicion of such illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his or her next higher level of supervisor and/or the Director of Human

Resources. In addition to notification of supervisory personnel, any University employee with such a complaint may notify the President's office. For purposes of this policy, all faculty and staff are referred to as "employees."

Students: Any student with reasonable suspicion of such illegal or improper activity should notify the Dean of Students. In addition to notification of the Dean of Students, any student with such a complaint may notify the President.

Visitors: Alumni, vendors and guests may notify the President's office.

Any University employee receiving such a report of suspected illegal or improper activity will report it to the President's office. The President's office will then conduct an appropriate investigation. All such allegations shall be logged and kept under seal.

Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is, itself, against the law. Should retaliation actually occur, such act shall be considered a serious violation of University policy and will be subject to disciplinary and/or legal action. Encouraging others to retaliate is also a violation of this policy. At the same time, those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

Definition of Crimes

The following are definitions of crimes under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and are included in this report. These definitions come from the Federal Bureau of Investigation's "Uniform Crime Reporting" (UCR).

Murder & Non-Negligent Manslaughter: The willful killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.)

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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

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

Arrests for Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics and other dangerous nonnarcotic drugs.

Arrests for Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, 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. (Drunkenness & driving under the influence are not included in this definition.)

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

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

Sex Offenses-Non-forcible: Unlawful, non-forcible sexual intercourse.

1. **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Felony or misdemeanor crimes of violence committed:

1. By a current or former spouse or intimate partner of the victim;
2. By a person whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. 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
5. By any other person against an adult or youth victim who is protected from the person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:

As used in KRS 403.715 to 403.785:

-“Domestic violence and abuse” means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of unmarried couple:

- “Family member” means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;

-“Global positioning monitoring system” means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violates the individual's body; and 1 34 C.F.R. Part 668, Appendix E to Part 668.47.

-“Member of an unmarried couple” means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.

Dating Violence:

Violence committed by a person-

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and;
2. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

The Commonwealth of Kentucky currently does not have any laws regarding Dating Violence.

Crime Statistics

Offense (Reported By Hierarchy)	Year	On Campus	Residential Facilities*	Non-Camp us	Public Property	Unfounded Crimes
Murder/Non Negligent Manslaughter	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Rape	2014	6	4	1	0	0
	2013	4	4	0	0	0
	2012	5	5	0	0	0
Fondling	2014	3	3	0	0	0
	2013	0	0	0	0	0
	2012	1	1	0	0	0
Incest	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2014	0	0	0	0	0

	2013	2	0	0	1	0
	2012	0	0	0	3	0
Aggravated Assault	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	2	0
Burglary	2014	7	4	3	0	0
	2013	9	5	0	0	0
	2012	17	15	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	1	0	0	2	0
Liquor Law Arrests	2014	6	2	0	0	0
	2013	10	0	0	10	0
	2012	13	0	0	13	0
Drug Law Arrests	2014	2	0	0	0	0
	2013	0	0	0	4	0
	2012	0	0	0	0	0
Weapons Law Arrests	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	2	0
Liquor Law Violations Referred for Disciplinary Action	2014	83	80	0	0	0
	2013	51	42	2	0	0
	2012	84	84	0	0	0
Drug Law Violations Referred for Disciplinary Action	2014	18	18	2	0	0
	2013	9	9	1	0	0
	2012	8	8	0	0	0

Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Residential Facilities*	Non-Campus	Public Property	Unfounded Crimes
Arson	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Domestic Violence	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	NA	NA	NA	NA	0
Dating Violence	2014	4	4	1	0	0
	2013	1	1	1	0	0
	2012	2	1	0	0	0
Stalking	2014	1	0	0	0	0
	2013	0	0	0	0	0
	2012	1	1	0	0	0

**Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.*

HATE CRIME REPORTING:

In 2014 there was one reported simple assault with a bias of sexual orientation that occurred in our public property Clery geographic.

Fire Safety

In accordance with Kentucky Fire Prevention Code, it is the policy of the University that a building be immediately evacuated upon the activation of the fire alarm system. Transylvania University evacuation policy does make exceptions for persons with disabilities that may require assistance during an emergency. The University does the following to ensure fire safety;

- Fire evacuation plan: In the event of a fire alarm, all occupants are required by law to evacuate the building. Failure to do so can result in both municipal charges and university sanctions. If you see a fire, pull the fire alarm immediately, notify the RA or AC on duty, and leave the building. Any fire, even if extinguished, should be reported to DPS. False alarms will lead not only to disciplinary action by the University, but to prosecution by local authorities. According to Section 14028 of the Code of Ordinances of Lexington, persons making false alarms can be fined \$20-\$100 or be imprisoned for five to 30 days, or be fined and imprisoned. During the first month of each term, compulsory floor meetings are held by the residence life staff to discuss emergency evacuation plans. Fire drills are also held to instruct residents in the safe, quick, and orderly evacuation of residence halls. Floor plans are posted on each hallway illustrating escape routes for each hall. Evacuation plans are located in every campus building, in addition every residence hall dorm room has a copy of the evacuation plan on the back of every door.
- Fire prevention: Department of Public Safety hosts several Safe Transy Events each year, which includes burn trailer demonstration and an annual fire drill for each campus building.
- Fire suppression system: Transylvania has three fire suppression systems located in campus center cafeteria, HRT food lab, and on the second floor of the Brown Science building in the electromagnetic room. Fire sprinkler systems are located in Brown Science, Hazzelrigg Residence Hall, Cowgill, Beck, Library, Glenn Building, Little Theatre, W.T. Young Campus Center, Forrer Residence Hall, Dalton-Voigt Residence Hall, Commons Building basement, Poole residence hall, Thomson Residence Hall, and the 4th street Athletic Complex.
- Fire extinguishers and fire alarms: Every building on campus has a fire alarm system and extinguishers.
- Safety inspections: Fire equipment is inspected annually by preferred vendor. monthly fire extinguisher inspections, monthly emergency egress and exit sign inspections, annual alarm testing.
- Portable Electrical Appliances and Open Flames policy: Lighted candles or other burning materials (incense) are a major cause of fire and may not be used in student rooms. Because of the danger of fire, only certain electrical appliances are permitted in student rooms. You may have radios, stereos, televisions, clocks, lamps, hair dryers, electric razors, coffee pots with automatic shut-offs and fans. Refrigerators over three feet tall and microwaves drawing more than 700 watts, hot plates, toaster ovens, other open-burner cooking units, ceiling fans, and electric space heaters are not permitted. The residence hall staff has the authority to remove unauthorized or potentially dangerous electrical devices.

Fire Incident Report

Fires – On Campus Student Housing Facilities

<u>Name of Facility</u>	<u>Street Address</u>	<u>Number of Fires</u>
Forrer Hall	345 N. Broadway	0
Hazelrigg Hall	331 N. Upper St.	0
Poole Residence Center	408 Kenilworth Ct.	0
Rosenthal Complex	425 W. Fourth St.	0
Thomson Hall	430 W. Fourth St.	0
International House	331 N. Broadway	0
Upper St. Apartments	338 N. Upper St.	0
4th Street Apartments	457 W. 4th St.	0

Fires – Summary

<u>Name of Facility</u>	<u>Fires</u>	<u>Injuries</u>	<u>Deaths</u>
Forrer Hall	0	0	0
Hazelrigg Hall	0	0	0
Poole Residence	0	0	0
Rosenthal Complex	0	0	0
Thomson Hall	0	0	0
International House	0	0	0
Upper St. Apartments	0	0	0

2015 Report for Calendar Year 2014

Preparation of the Annual Fire Safety and Security Report

The Annual Campus Fire Safety & Security Report is a combined effort in preparing the annual report by the Department of Public Safety, Title IX, and the Dean of Students Office. This report is to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and prepared in cooperation with our local law enforcement agencies surrounding our campus. Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, designated Student Life staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. The full text of this report can be located on the Department of Public Safety's webpage, <http://www.transy.edu/campus/safety.htm>. The report is completed and made available to our campus community on October 1st of every year. The Annual Campus Fire Safety and Security Report will be posted on the Transylvania University website and accessible through the daily university inner campus web page referred to as TNotes at inside.transy.edu.

If have any questions or want more information on the Annual Campus Fire Safety and Security Report please contact the Department of Public Safety at 859-233-8118.

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References:

Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act (20 USC 10929(f), 34 CFR
Part 668.46)

Michael Minger Act (KRS 164.948 to 164.9489; KRS
164.993) 13 KAR 2:100