

SOUTHERN COLLEGE OF OPTOMETRY



1245 Madison Avenue
Memphis, TN 38104

901-722-3200
www.sco.edu

2018 Annual Security Report

For purposes of this report, Southern College of Optometry (College) refers to both Southern College of Optometry and its clinical teaching affiliate The Eye Center (TEC). The report is issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

The report includes the College's policies concerning campus security such as reporting crime, crime prevention, alcohol and drug use, sexual assault, and other matters.

The College's Annual Security Report also includes statistics for the previous three years of reported crime that occurred on campus, on certain noncampus property controlled by the College and on public property immediately adjacent to and accessible from the campus.

The Safety and Security Department is responsible for the preparation of the Annual Security Report, including the compilation of all required crime statistics. The report is prepared in cooperation with Student Services, Human Resources, and local law enforcement agencies. The 2018 Annual Security Report is posted on the College website: <http://www.sco.edu/campus-safety>.

To request a hard copy by mail or for more information regarding campus safety, contact the Safety and Security Department at 901-722-3312 or email donhenson@sco.edu.

Mission Statement

The mission of Southern College of Optometry is to lead the profession by:

- Educating the best possible healthcare providers;
- Promoting lifelong learning and
- Fostering a personal commitment to service.

Campus Safety

College campus security service is staffed with unarmed uniformed security officers, twenty-four hours a day, year-round. The security office is located in the main entrance of the College at 1245 Madison Ave., Memphis, TN 38104, phone 901-722-3306.

The purpose of the College's security operation is to observe and report to authorities any incident or potential incident which would endanger life or property on campus. Security personnel do not have the authority to arrest or physically hold a criminal suspect.

The Safety and Security Department maintains a close working relationship with the Memphis Police Department (MPD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of both departments communicate on the scene of incidents that occur in or around the campus area. Campus security officers work closely with the MPD when incidents arise that require crime related reports and/or information. There is no written memorandum of understanding between the College and the MPD.

The College maintains crime statistics for its main campus:

- 1245 Madison Ave, Memphis, TN 38104

As well as for noncampus locations:

- University Eye Care, University of Memphis Campus
506 University St., Suite 201, Memphis, TN 38152
- FocalPoint at Crosstown Concourse, 1350 Concourse Ave., Suite 264, Memphis, TN 38104
- MobilEYES Community Vision Unit, a mobile eye health and vision care clinic designed for community engagement and outreach.

Crime statistics for public property adjacent to the College are maintained by the Memphis Police Department. Since the College does not maintain any residence halls on or off campus, or any off campus student organizations, the statistics should not be relied upon for any reportable events related to where the students might reside.

By October 1st, all enrolled students and employees receive an email regarding how to access the report via the College website and how to request a hard copy.

Prospective students and employees receive information regarding its availability and access to the report from Admissions and Human Resources Departments, respectively.

In addition to the Annual Security Report, the Safety and Security Department makes every effort to inform the campus community about incidents of crime as follows:

- The Safety and Security Department maintains a daily log of all reported crimes. The log is available for inspection upon request.
- Southern College of Optometry "Crime in Tennessee Report" statistics are posted on the College website at <http://www.sco.edu/campus-safety> for the three previous years.

Reporting Procedures:

Incident/Crime Reports

Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner to Campus Security, 901-722-3306 or 901-212-0772 (cell), or Don Henson, Manager of Safety and Security, 901-722-3312. All police/fire/medical emergencies should be reported immediately by dialing 911. If an incident occurs at University Eye Care, University of Memphis Police should be called, 901- 678-4357, or at FocalPoint, Security, 901-820-0700. Incidents on the MobileYES Community Vision Unit may call Campus Security 901-722-3306, 901-212-0772 (cell) or 911.

Sexual Assault/Harassment Reporting

A victim of sexual assault on campus should immediately contact Janice Frazier-Scott, Title IX Coordinator and Human Resources Generalist (901-722-3271) or in person on the 8th floor, Human Resources Department, or Security for confidential assistance with the options available to the victim. All reports regarding sexual assault/harassment are submitted to the College's Title IX Coordinator. Sexual assault victims may also call the 24-hour hotline of the Shelby County Rape Crisis Center, 901-222-4350, or the Memphis Police Department, 911. Other assistance is available through CONCERN, 901-458-4000, the confidential counseling service provided to employees and students at no cost. For more information regarding the college's policy on sex/gender harassment, discrimination and misconduct <https://www.sco.edu/title-ix> please contact the Title IX Coordinator.

Voluntary Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a confidential report. With your permission the Manager of Safety and Security can file a report on your behalf on the details of the incident. The purpose of the confidential report is to comply with your wish to keep the matter as private as possible, as the law allows, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statics for the College.

Hate Crime Reporting

The key factor in determining whether or not a crime or incident is a hate crime depends on the motive behind the incident. All hate motivated incidents will be investigated to prevent further occurrence or escalation into a more serious criminal act. Any incident found to be motivated by bias based on race, ethnicity, gender, gender identity, sexual orientation, religion, national origin or disability is a hate crime. It is incumbent upon the entire campus community to report hate motivated crimes and incidents to the Safety and Security Department, 901-722-3312 or email donhenson@sco.edu .

Policies on Security of and Access to Campus Facilities

Southern College of Optometry's general operating hours are 8:30 a.m.- 4:30 p.m., Monday through Friday. Certain areas within the College may open sooner and stay open later. Everyone may view the hours of operation for such areas as the Library, Optometry labs, Bookstore, Activity Center, Learning Resource Center at <http://www.sco.edu/hours-of-operation>. Temporary changes to these schedules because of inclement weather, exams, or other special events will be communicated internally to the College campus via IRIS/SharePoint, email, and/or digital signage.

Campus security uses an electronic visitor management system for tracking all guests and visitors by creating a 12-hour self-expiring ink printed guest badge. Access to campus buildings is controlled by limited card access. Each student and employee is required to visibly wear their ID badge at all times on campus. Campus Security Officers patrol the campus on a regular basis 24/7, year-round.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Facilities Department for correction via handheld radio, email, and work order requests. Other members of the campus community are helpful when they report equipment problems, or safety concerns to Safety or Facilities.

Emergency Notification

If a significant emergency or dangerous situation occurs that poses an immediate threat to the health and safety of the SCO campus, the College will immediately notify the campus community or appropriate segments of that community that may be affected by the situation. Confirmation of immediate or impending threats such as fire, natural disasters, extreme weather conditions, campus violence, medical emergencies, and hazardous events such as toxic substance spills, leaks, or explosions would require an Emergency Notification.

All employees, students, and guests are encouraged to report any serious concern to the Safety and Security Department and call 911 if appropriate.

- Security 901-722-3306 or 901-212-0772 (cell)
- Security Office 901-722-3312
- Safety and Security Manager, Don Henson 662-560-7457 (cell)
- The Eye Center Security 901-722-3307

Once a Security Officer has received a report, they are responsible for immediately notifying the Security Manager or Lead Officer. The Manager or Lead Officer will immediately confirm the report according to information available at that time and notify the Safety and Security Administrative Coordinator, a member of the President's Council or he will develop the content of the message to the community and send it using some or all of the communication protocols below unless doing so will, in the judgement of

first responders, compromise efforts to assist a victim or otherwise mitigate their response of the emergency. Updates will also be communicated if available and necessary.

- Regroup Mass Notification (mobile voice, email and text)
The system is tested annually and all are encouraged to enroll or update enrollment if necessary
- Email (all employees and students are issued email accounts)
- Public Address
- Digital Media
- Fire Alarms

Methods used by SCO Security to confirm an emergency or dangerous situation include:

Closed Circuit Television (CCTV) – SCO has considerable CCTV campus coverage through Milestone, a global industry leader in open platform IP video management software.

Memphis Police Department (MPD) – In addition to having a close working relationship with the MPD, Security is signed up for *CyberWatch* email - a part of their continuing effort to make our neighborhoods safer. It provides useful information about public safety such as reported crimes, incident mapping, and frequent offender database.

Memphis Medical District Collaborative (MMDC) - Leaders of some of Memphis' most significant healthcare and higher education institutions created a new nonprofit community development entity to direct the future of the Memphis Medical District – one goal is coordinating safety and security.

Storm Ready University Certification by the National Oceanic & Atmospheric Administration (NOAA) of the National Weather Service – They have certified that our signage and designated shelter areas are vetted by NOAA subject matter experts. SCO has a subscription to the NOAA Weather Wire that provides updates via email and NOAA Weather Radio.

Safety Data Sheet Management Software - Safety Data Sheets (SDS) are an essential component of the Global Harmonized System for Hazard Communication and are intended to provide comprehensive information about a substance or mixture for use in workplace chemical management. SCO has a web based SDS library located on the www.sco.edu website as well as the College intranet site under Safety and Security. The library is updated annually.

The SCO Security Department schedules an annual test to evaluate our emergency response and evacuation procedures. We also review annually our Floor Monitors and their responsibilities. Security held a training session for Floor Monitors on 10/12/17. The evacuation test is documented and afterward feedback is received and our goals are assessed. The 2017 unannounced evacuation drill took place on 12/12/17 at 1:21 p.m. and was cleared at 1:32 p.m. The afterward review determined audible paging non-operable on 2 floors due to construction. Work orders were initiated to correct that problem.

Timely Warning

SCO Security will develop timely warning notices for the Campus community to provide notification about serious crime incidents that occur within our reportable geography as defined by the Clery Act.

A timely warning notice will be distributed when it is determined that the incident may pose an ongoing or serious threat to members of the College community. These warnings will be distributed in a timely manner, on a case by case basis, if the incident is reported either to SCO Security directly or indirectly through a Campus Security Authority or the Memphis Police Department (MPD). Victim names are withheld as confidential.

The department issues Crime Alerts for incidents of:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault
- Robbery involving force or violence
- Sexual Assault
- Major incidents of arson
- Other Clery crimes as determined necessary

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- The location of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes
- Suspect description(s) when deemed appropriate
- Police/Public Safety agency contact information
- Other information as deemed appropriate

The Security Manager or Lead Officer will immediately confirm the report according to pertinent information available at the time and then notify the Safety and Security Administrative Coordinator, a member of the President's Council or he will develop the content of the message to the community and send it using some or all of the communication methods below:

- Regroup Mass Notification (mobile voice, email and text)
- Email (all employees and students are issued email accounts)
- Public Address
- Digital Media

Educational Programs: Security Awareness Programs and Crime Prevention Programs

Campus Safety and Security protocol are discussed during new student orientation and also instructions and information are linked to each new student via Microsoft One Drive on their email account including; Fire, Tornado, Severe Weather Safety, and Emergency Notification dissemination. On 12/13/17 an Awareness Class was given to the class of 2021 by Memphis Police Department Officer Grandberry. He presented helpful instruction about surrounding awareness, some dos and don'ts in the area and demonstrated several self-defense maneuvers.

All employees are required to complete OSHA training annually. In addition to the topics mentioned above for students, OSHA training includes Globally Harmonized System labeling, Hazard Communication Safety Data Sheet training and Work Place Violence topics.

Campus-Wide Meetings are also used to educate. On 4/12/17, our mandatory meeting was presented by FBI Special Agent Thomas Hassell on how we should respond to an active shooter situation on campus. The second half of that meeting covered workplace violence training. Campus Security also updated its Active Shooter Policy in 2017. On 9/13/17, our campus-wide meeting dealt with Fire Safety Prevention with presenter Kimberly Strong, Fire Education Specialist with the Memphis Fire Department.

Safety and Security Awareness Sessions are conducted by SCO Security Officers with students, faculty, and staff. These sessions include topics such as not allowing piggybacking through doors, wearing and displaying ID badges, crossing guard safety and securing personal items through email alerts "Stow it and Don't Show It" and "See Something Say Something". SCO officers are CPR and AED certified and also provide escort service for students, employees, and guests upon request.

Drug and Alcohol Polices:

Substance Abuse - Students

Southern College of Optometry students are expected to conduct themselves as responsible individuals. The College assumes the right to dismiss, suspend, or otherwise penalize students who engage in inappropriate, unprofessional, or unlawful behavior, and to annotate their permanent records accordingly.

Entering upon College property or being on College property, while under the influence of alcoholic beverages is prohibited. The consumption of alcoholic beverages on College property or at College functions is also prohibited except for specific occasions which have been properly requested in advance and approved in writing by the President of the College. A violation is adequate cause for disciplinary action by the College.

Entering upon college property, or being on college property, while under the influence of, or using, possessing, or distributing any narcotic drug is prohibited. A violation is adequate cause for disciplinary or other action by the College. A drug prescribed by a licensed physician and being used as prescribed is exempt from this policy.

If evidence of chemical dependence (alcohol and/or drug) is discovered, the College, at its option, may require the student to take a medical leave of absence for the purpose of completing a program of rehabilitation. The student may be allowed to return to active status following satisfactory completion of such a program. Evidence of subsequent chemical abuse would be adequate cause for further action by the College.

A conviction for any offense during a period of enrollment for which the student was receiving Title IV funds (i.e. student loans, work study), under federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV funds.

A student voluntarily seeking help for chemical dependence may be allowed to take a medical leave of absence for treatment. The student's return to active status will be automatic following satisfactory completion of treatment, although the specific provisions of reinstatement will depend on the student's former academic status.

A student returning from any medical leave of absence is subject to all curriculum requirements, fees, schedules, and other policies in effect for current students at that time, including the provisions of this policy.

Alcohol and Drug Policy - Employees

The College is committed to the elimination of drug and/or alcohol use and abuse in the workplace and complies with The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act of 1989.

The College policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment to the College. The Vice President of Human Resources is responsible for policy administration.

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

The College will try to assist and support any employee who voluntarily seeks help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employee may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodate as required by law. Such employee may be required to document that he/she is successfully following prescribed treatment and to take and pass follow-up tests if he/she holds a job that is safety sensitive or that requires driving or if he/she has violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications and alcohol. Employees must, however, consult with their doctors about any medication's effect on their fitness for duty and ability to work safely, and must promptly disclose any work restrictions to their

Supervisors. Employees should not, however, disclose underlying medical conditions unless directed to do so.

The prohibited use of alcohol or illegal drugs in the work-place includes but is not limited to:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- Being under the influence of alcohol while on duty or an illegal drug as defined in this policy;
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing college business or while in a college facility is prohibited;
- The College will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform his/her job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Any illegal drugs or drug paraphernalia should be turned over to an appropriate law enforcement agency and may result in criminal prosecution. The use of alcoholic beverages on College property is prohibited except on those occasions when an exemption has been granted, in writing, by the President.

The College reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

The College prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on the premises or while conducting College business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, when appropriate, when criminal activity is suspected. Employees will notify the Vice President of Human Resources of any criminal drug statute or alcohol related conviction no later than five days after the conviction. In an event that an employee is paid by the College from federal grants or contracts, we are required to inform the granting or contracting agency of any criminal drug statute violation within ten days' receipt of notification to the College. The employee is expected to advise his/her Supervisor of any pending legal transgressions regarding controlled substance or alcohol, even if transpiring during off-duty hours.

The College retains the right to require the following drug and alcohol tests. Employees are forewarned that these tests may detect improper conduct committed away from the workplace and during non-working time:

Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion: Employees are subject to testing based on observations by a Supervisor or member of management of apparent workplace use, possession, or impairment of a drug or alcohol.

The Vice President of Human Resources must be consulted before sending an employee for reasonable suspicion testing.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a College vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing should take place within two hours following the accident, if not sooner, unless the circumstances require otherwise.

Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, the College may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing on a random basis for a minimum of one year but not more than two years. Also, if an employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination of employment.

Consequences: Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the employee will be subject to discipline up to and including termination. Whether such employee is offered a last-chance basis to maintain his/her job is dependent on the circumstances and the employee's work history/record. Employees should be paid for reasonable time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and one from Human Resources. Should the results prove to be negative, the employee will receive back pay for the work hours/days of suspension.

Confidentiality: Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Sexual Misconduct/Assault

Southern College of Optometry is committed to providing a working, education, and social environment for all members of the College community, including students, faculty, staff, and visitors to campus that is free from any form of sexual misconduct including harassment and assault.

Sexual misconduct is defined as any sexual activity that does not involve the knowing consent of each individual. Consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to engage or participate in mutually agreed upon sexual activity. Past consent does not imply future consent and consent can be withdrawn at any given time.

Sexual assault is defined as an involuntary act in which a person is threatened, coerced or forced to engage in against their will, or any non-consensual sexual touching of a person. Such acts are against College policy and may also be punishable by civil and criminal legal action.

Complaint process: Anyone who believes that they have been subjected to either sexual harassment or sexual assault/misconduct may file a complaint with the Title IX Coordinator at 901-722-3271 or in person in Room 807. Reports may also be made to Campus Security. Other resources available for victims of assault/misconduct include the 24-hour hotline of the Shelby County Rape Crisis Center (901-222-4350) or the Memphis Police Department (911). Other assistance is available through CONCERN (901-458-4000), the confidential counseling service provided to employees and students at no cost. The complaint will be investigated promptly and in as confidential manner as possible. The investigation will include discussions with both the complainant and the alleged offender. Inquiries may also be made of other persons who may have knowledge about or related to the alleged incident. The investigator may outline to the complainant the investigative actions that will be taken and the anticipated timeframe for completing the investigation. When possible, the College encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued.

Violence Against Women Act/Campus SaVE Act

In addition to sexual harassment and sexual misconduct, the College also prohibits the following conduct/behavior: sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity, and retaliation.

Sexual exploitation is taking sexual advantage of another person without consent (e.g. voyeurism, indecent exposure, recording a person's intimate activity without consent, distributing sexual information without consent, or inducing incapacitation with intent to engage in sexual conduct).

Intimate partner violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic or other intimate relationship. It may include any form of prohibited conduct under College policy, including sexual assault, stalking, and physical assault. Physical assault is threatening or causing bodily harm or engaging in other conduct that threatens or endangers the health or safety of any person.

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily harm or to experience substantial emotional distress. Course of conduct may be defined as two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about another person, or interferes with another person's property. Substantial emotional distress may be defined as significant mental suffering or anguish. Stalking includes "cyber-stalking" which includes use of electronic media, such as the internet, social media, blogs, cell phones, texts or other similar devices or forms of contact.

Complaint Resolution Procedure for Title IX Allegations/Violations

The Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Sex-based harassment issue areas include: Sexual Harassment, Sexual Violence, and Gender-based Harassment. The College prohibits employees, students, prospective students, visitors, and vendors from engaging in conduct that violates Title IX. Any allegation of sexual misconduct and/or discrimination will be investigated and adjudicated promptly and effectively according to College policy and in compliance with Title IX of the Education Amendments of 1972, Section 485(f) of the Higher Education Act (HEA), as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFT Section 668.41, 668.46 and Appendix A to Subpart D or Part 668.

Processes and Procedures:

Anyone who believes that he or she has been a victim of sexual misconduct and/or discrimination, regardless of sexual orientation or gender identity expression, may follow the procedure below:

Faculty, staff, or students may file a written complaint with the Title IX Coordinator, Janice Frazier-Scott, in Room 807 (Human Resources Department). Complaints may be filed anonymously; however, in order to fully investigate the alleged sexual misconduct, it is recommended that all details regarding the incident be reported. Other College official(s) that faculty or staff members may report or file a complaint with include the Vice President for Human Resources, the Manager of Campus Security or the employee's immediate Manager. Students may also file a complaint with the Vice President for Student Services. In the event that the incident is reported to someone other than the Title IX Coordinator, it is the responsibility of that individual to whom the report was made to notify the Title IX Coordinator and provide the information that has been given to him/her. Complainants may also file reports with the Shelby County Rape Crisis Center (1750 Madison #102, 901-222-4350), Memphis Police Department at 911 and Campus Security.

1. The complaint should include the circumstances/incident that led to the complaint, the dates of the alleged incident/occurrence and the names of any witnesses that have knowledge of the circumstances/incident. Written complaints should be filed as soon as possible following the incident, but should be less than 5 working days after the incident occurs. This will ensure timely gathering of information and that an investigation is initiated as soon as possible.
2. Upon receipt of the complaint, an initial investigation will be conducted by the Title IX Coordinator or designee to determine whether there is substance to the complaint, whether the complaint falls within the scope of the sexual harassment/sexual misconduct policies or if the complaint falls within the realm of other College employment or student policies. The accused (respondent) shall be notified within 5 business days of the complaint's receipt. This notification must take place in writing.

3. All complaints of any form of discrimination/harassment/sexual misconduct will be investigated. Every effort will be to complete the investigation in a timely manner, not to exceed 60 days unless in unusual circumstances. Unusual circumstances will be defined on a case-by-case basis but may include illness, failure to cooperate with the investigation, or other situations beyond the control of the complainant, accused/responding employee/student or other persons, or the investigator.
4. The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar that it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, information will be disseminated on a "need to know" basis. Violations of privacy of the complainant or the accused individual may lead to disciplinary action by the College against the individual who breached the privacy.
5. When a formal complaint of sexual misconduct is filed, the accused individual has a right to know the identity of the complainant/alleged victim and the nature of the allegation in the complaint. Every effort will be made to ensure that the complainant and the accused have limited contact while the investigation is being conducted. This applies to students, faculty, and staff members and other persons covered by this policy.
6. Faculty and staff may anticipate the following processes/actions from the College during the course of the investigation and subsequent actions following the completion of the investigation:
 - a. After gathering all the facts regarding the complaint, a determination will be made regarding the allegation. The determination will be based upon a "preponderance of evidence" standard that the violation occurred, rather than a standard of "beyond a reasonable doubt." There are three possible results/outcomes of the investigation. These are:
 1. Confirmation of violation/No violation of policy
 2. A determination of violation is unclear therefore a hearing will be convened to determine the facts
 3. Admission of guilt (this may occur even before the investigation occurs)
 - b. If a faculty or staff member admits to a violation of the College's policy or does not contest the charge(s)/allegation(s), the appropriate disciplinary action will be taken against the employee. The type of disciplinary action taken will be based on the severity of the policy violation and may include up to termination of employment. The Title IX Coordinator will recommend the appropriate disciplinary action to the appropriate supervisor (staff) or Chief (faculty) after reviewing with and obtaining approval from legal counsel. The Vice President for Human Resources will ensure that the appropriate disciplinary action is implemented as soon as possible.
 - c. If the accused faculty or staff member continues to deny culpability or that the incident occurred and/or the facts of the complaint remain inconclusive, a hearing MAY be convened to finalize a determination of the outcome.

- d. The complainant and accused will be notified separately of the findings of the investigation within 10 days of its conclusion. Either party may appeal the decision in accordance with the College Grievance Policies promulgated in the Employee and Staff Handbook and this Policy.

Students may anticipate the following processes/actions from the College during the course of investigation and subsequent actions following the completion of the investigation:

- a. The Vice President for Student Services will be advised of the complaint and that an investigation will be conducted by the Title IX Coordinator or designee to determine whether a policy violation has occurred. The determination will be based upon a “preponderance of evidence” standard that the violation occurred, rather than a standard of “beyond a reasonable doubt.” There are three possible results/outcomes of the investigation. These are:
 1. Confirmation of violation/No violation of policy
 2. A determination of violation is unclear therefore a hearing will be convened to determine the facts
 3. Admission of guilt (this may occur even before the investigation occurs)
- b. Students who admit that they have violated the sexual misconduct policy will be referred to the Vice President for Student Services for appropriate action/resolution. The Title IX Coordinator will provide a recommendation to the Vice President for Student Services of the appropriate sanction(s) to be taken based on the severity of the violation, after reviewing with and receiving approval from legal counsel. Disciplinary action may include reprimand, suspension, disciplinary probation, or dismissal from the College based on the violation that occurred and potential impact to the College. The Vice President for Student Services will have the final authority to take the appropriate action.
- c. If the accused student continues to deny culpability or that the incident occurred and/or the facts of the complaint remain inconclusive, a hearing MAY be convened to finalize a determination of the outcome.
- d. The complainant and the accused will be notified separately of the outcome of the investigation within 10 business days of its conclusion. Either party may appeal the decision in accordance with College Grievance Policies promulgated in the Student Handbook and this Policy.

Hearings

A hearing may be convened when the facts of the case remain inconclusive after the investigation. Once the Title IX Coordinator calls for a hearing, the following procedures will take place unless circumstances dictate a modification of policy. Any such proposed changes to the hearing process will be communicated in writing to all parties.

1. The Hearing Officer will be appointed by the Vice President for Human Resources (faculty and staff) or the Vice President for Student Services (students) from those employees who have received training in the appropriate sexual misconduct and College policies. The

Hearing Officer's duties will include assistance in the selection of a hearing panel, conducting the hearing, ensuring that hearing minutes are recorded, and that the hearing is conducted in a confidential manner. In addition, the Hearing Officer is responsible for notifying the Title IX Coordinator of the panel's decision on the case.

2. The complainant and the respondent (accused) shall receive separate written notices of the time, date and location of the hearing. Requests for changes for the hearing day, time or location should be submitted to the Hearing Officer in writing.
3. The Hearing Officer shall notify both parties in writing of changes to the hearing date and time within 2 business days after the request has been submitted.
4. The hearing should be conducted at an off-site location to maintain confidentiality. Composition of the hearing panel is as follows:
 - For Faculty/Staff complaints, the panel will be composed of 3-5 employees who have been trained on the sexual misconduct policy, as well as other College policies. Only staff and/or faculty members may participate as hearing panel members.
 - For student complaints, the panel will be composed of 3-5 people, including at least one student, and faculty and staff members who have been trained on the sexual misconduct policy, as well as other College policies.
 - Proposed hearing panel members will be shared in advance with all involved parties. The Hearing Officer may determine if there are any conflicts of interest and remove a proposed panel member accordingly.
5. For Faculty/Staff complaints, the current Human Resource Grievance Process will be used and adapted as appropriate.
6. For students, the current Due Process in Student Grievances and Appeals policy will be used and adapted as appropriate.
7. The complainant and the accused each have the right to have an advisor present during the hearing proceedings; however, the Hearing Officer may determine the extent of the advisor's role in the hearing. Generally, the advisor will provide support to the hearing participants. If the advisor(s) requests to speak to the panel, the Hearing Officer will determine the appropriateness of doing so. The Hearing Officer must approve all advisors attending prior to the hearing.
8. At the conclusion of the hearing, the complainant and accused will be notified when to expect a decision. Decisions should be rendered in writing by the Title IX Coordinator within 10 business days following the hearing. Both the complainant and the respondent should be notified simultaneously; however, notification should take place separately for each person.

9. Either party may appeal the decision. The President of the College may review the findings from the investigation, along with the hearing minutes, and render a final decision in the matter.
10. The decision rendered by the President is final and binding on all parties.

Prevention and Awareness Programs

The College is committed to the prevention of prohibited conduct described in this policy through regular and ongoing education and awareness programs. Newly hired employees receive primary prevention and awareness training as part of their orientation to the College. The incoming student class receives the mandatory training via email soon after their orientation. The College provides this training to ensure they understand this policy and the College's commitment to maintaining an environment that is free from any type of discrimination and harassment. The training includes the identification of and response to incidents of sexual violence. The course covers sexual violence awareness, risk reduction and bystander intervention, action to take after sexual violence has occurred, and disciplinary proceedings, victim protections, and sanctions.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crime Prevention Act (CSCPA) amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law and the Family Educational Rights and Privacy Act of 1974 to allow disclosure of this information regarding students.

Any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that state at which he or she is employed or is enrolled and must alert the state of any changes in enrollment or employment status.

Sex offender registration information is to be transmitted from each state to the law enforcement agency where the registered sex offender resides. In Tennessee, the sex offender list is maintained at the county level. You may locate the Tennessee Sex Offender Registry Map of the Tennessee Bureau of Investigation <http://tnmap.tn.gov/sor/>. If you have any questions concerning the sex offender registry contact Don Henson, Manager of Safety and Security, 901-722-3312, donhenson@sco.edu.

Crime Statistics

Southern College of Optometry Crime Statistics

To comply with the Crime Awareness and Campus Security Act of 1990 as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Southern College of Optometry will publish on an annual basis the following reported crimes that occur on campus, on certain noncampus property controlled by the College and on public property immediately adjacent to and accessible from the campus:

1. Murder/Non-Negligent Manslaughter
2. Manslaughter by Negligence
3. Sexual Assault
4. Rape
5. Fondling
6. Incest
7. Statutory Rape
8. Robbery
9. Aggravated Assault
10. Burglary
11. Motor Vehicle Theft
12. Arson

Violence Against Women Act offenses:

- a) Domestic Violence
- b) Dating Violence
- c) Stalking

Additionally, statistics for arrests and campus disciplinary action for the following offenses will also be reported:

- a) Liquor law violations
- b) Drug-related arrests
- c) Weapons possession

ANNUAL CRIME STATISTICS

Southern College of Optometry
1245 Madison Ave.
Memphis, TN 38104

ON CAMPUS

Criminal Offense	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sexual Assault	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

PUBLIC PROPERTY

Criminal Offense	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sexual Assault	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Noncampus Locations

University Eye Care,
 University of Memphis Campus
 506 University Street, Suite 201
 Memphis, TN 38152

FocalPoint at Crosstown Concourse
 1350 Concourse Ave., Suite 264
 Memphis, TN 38104

MobileYES Community Vision Unit

NONCAMPUS

Criminal Offense	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Sexual Assault	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

VIOLENCE AGAINST WOMEN ACT OFFENSES

Domestic Violence	On Campus	Public Property	Noncampus
2015	0	0	0
2016	0	0	0
2017	0	0	0
Dating Violence			
2015	0	0	0
2016	0	0	0
2017	0	0	0
Stalking			
2015	0	0	0
2016	0	0	0
2017	0	0	0

ARRESTS and DISCIPLINARY REFERRALS

		On Campus	Public Property	Noncampus
Weapons: Arrests				
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Weapons: Disciplinary Referrals				
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Drug Abuse Violations: Arrests				
	2015	1	2	0
	2016	0	0	0
	2017	0	0	0
Drug Abuse Violations: Referrals				
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Liquor Law Violations: Arrests				
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Liquor Law Violations: Referrals				
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Hate Crimes 2015 – No Hate Crimes in Clery Reporting Categories

Hate Crimes 2016 – No Hate Crimes in Clery Reporting Categories

Hate Crimes 2017 – No Hate Crimes in Clery Reporting Categories

This report is available on Southern College of Optometry’s website under Campus Safety or a hard copy is available by contacting Don Henson, Manager of Safety and Security, donhenson@sco.edu.