



Challenging Minds, Changing Lives

***2015 ANNUAL SECURITY AND FIRE
SAFETY REPORT***



***Policies, Security, and
JSU***

Table of Contents

Message From the Chief	3
The Annual Security and Fire Safety Report (Project Description)	4
Department of Public Safety (Who we are)	5
DPS Mission Statement.....	6
Crime Prevention Awareness and Education	7
Reporting Crimes and Other Emergencies	7
Emergency “Blue Phones”	8
Important JSU and Local Numbers for Reporting Crimes/Incidents	9
Filing a Report	10
Missing Student Notification	11-12
Sexual Misconduct/ Title IX	13-24
Definitions of Reportable Crimes and Penalties	25
Crime Statistics.....	26-33
Weapon/Drug Laws and Penalties	34-38
Workplace Policy Statements	39-44
Emergency Management Plan.....	44-46
Disciplinary Procedure	46-59
Housing Plan.....	60-63
Fire Safety Report	64-69
Fire Log	70
Fire Statistics	71-72
Other Important Numbers/Email Address.....	73
Map of Campus	74

Message from the Chief



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

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

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

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

Thanks must be given for the cooperative effort of everyone at Jackson State University. As a result of the cooperative efforts, on behalf of the University Community and the Department of Public Safety, we have been able to establish an excellent record of safety. We must remember, if we work as a community, we can all be safe.

The Annual Security and Fire Safety Report

Jackson State University Department of Public Safety is responsible for preparing and distributing the Annual Security and Fire Safety Report. The Department works with many offices, departments, and agencies, both internally and externally, to gather and report the information that is required by the Jeanne Clery Disclosure of Campus Policy as well as the Campus Crime Statistic Act.

- The Annual Security and Fire Safety Report is published each year by October 1st for the general public. It discloses crime statistics that occurred on and around Jackson State University campuses, covering a three year period.
- The crime statistics are compiled from reported incidents that occurred on our campuses; public areas immediately adjacent to and located within the confines of campus; and non-campus facilities not within the same reasonable contiguous geographical area of the University. This data is captured from reports taken by campus police, security officers, local law enforcement officers and university officials who have significant responsibility for student and campus activities, identified as campus security authorities.
- Safety and security policies are disclosed in this report, such as the issuance of “timely warning” notices, emergency notifications, and their policies. These notices are initiated for crimes that pose an on-going threat to our students, faculty and staff occurring on or within close proximity of the University’s campuses.
- The Annual Fire Safety Report is included in this document. It outlines the fire safety policies and practices as well as discloses the number of fires that have occurred in Jackson State University’s resident halls.

The University distributes this policy and a notice of the availability of this Annual Security and Fire Safety Report no later than October 1 of each year. Anyone, including prospective students, visitors and employees, may obtain a free paper copy of this report by contacting the Department of Public Safety at (601) 979-2580 or going by that location. An electronic copy is also available at: <http://www.jsums.edu/campuspolice/cleryreport>



Department of Public Safety

The Jackson State University's Department of Public Safety (DPS) is located on the main campus of Jackson State University behind the JSU Student Center. We are open 24 hours a day, 365 days a year. The telephone number for the department is (601) 979-2580 or J-911 (5911).

DPS is a part of the Division of Business and Finance and reports to the Associate Vice President. The Chief of Police is responsible for the management of DPS. The DPS consists of 40 certified officers, who received their training and certification through the Mississippi Law Enforcement Officers Training Academy. DPS has an additional 24 security officers who work directly under their supervision as well as a supplemental force of contract security officers, as needed. The certified officers are responsible for enforcing all laws of the State of Mississippi; while both the police and security officers enforce university rules and regulations. Police jurisdictions include all university-owned, rented, or leased property. The DPS stresses staff education, in the form of in-service training, and participation in local and state training seminars.

The DPS is comprised of professional commissioned police officers and support staff that are trained at or above the same level of training received by municipal and county law enforcement officers. Officers are required to complete a minimum of 400 hours of training at a regional police academy to become certified police officers in the state of Mississippi.

DPS police officers are authorized to carry firearms, enforce laws, maintain order, and make arrests upon University properties and adjacent roadways. The DPS works closely with the Mississippi Highway Patrol, the Hinds County Sheriff's Department and the Jackson Police Department to enhance the safety and security of the University Community and the surrounding areas. DPS works closely with the Dean of Students and Housing Department in enforcing the Student Code of Conduct. They also enforce parking rules and regulations.

DPS Communications has three full-time dispatchers which operate the department's radio and telephone system on a 24-hour basis to provide information and respond to emergencies. All emergency calls should be made through the campus 911 system. Dispatchers can contact the fire department, emergency medical personnel, other area law enforcement agencies as well as campus police to respond to any emergency needs by phone or radio. These personnel will also monitor the National Weather Service Radio Network and County Alert Warning System for threatening weather conditions.

Mission Statement

The mission of the Department of Public Safety is to enhance the quality of life on the campuses of Jackson State University by working cooperatively with members of the University and within the framework of the United States Constitution to enforce laws, preserve the peace, reduce fear, and provide for a safe environment. The DPS is committed to allowing input from the campus community in the development of its policies which directly impact the University.

The Department of Public Safety will adhere to fundamental principles and will deliver its services in a manner that preserves and advances democratic values and protects the rights of all members of the University as guaranteed by the United States Constitution.

The DPS is committed to maintaining the highest levels of integrity and professionalism in all its operations. Professionalism, in this sense, means adherence to impeccable integrity and careful protection of the rights of those we are sworn to serve. Additionally, the DPS will accept nothing less than total accountability from those authorized to enforce the law.



Crime Prevention Awareness and Education

The crime prevention strategies followed on the University's campuses are: *Focused Law Enforcement, Preventative Policing, Partnerships, and Collaborations*. The crime prevention officer provides safety information to the campus community through presentation to multiple groups and organizations throughout the year. The entire University staff assists in encouraging the prompt reporting of all crime to the Department of Public Safety. We stress the important role that this plays in developing Focused Law Enforcement and Prevention Strategies. This partnership with facility and staff works as a manpower multiplier for DPS while it simultaneously educates the University community about the nature of crime prevention. This program is designed to inform the entire campus community so that they may become proactive in their own safety and security.

JSU-DPS crime reduction efforts include the outreach services provided by the Crime Prevention Officer. In addition to distribution crime prevention information, the Coordinator gives several presentations at campus events, meetings, and orientations for new students/ employees. Anyone interested in learning more about the services and programs offered by DPS may call (601) 979-2580 or access the DPS website, www.jsums.edu/campuspolice/



Reporting Crime and Other Emergencies

Students, faculty, staff, and visitors of the University are encouraged to promptly report suspicious activities, criminal incidents, and other emergencies to the Department of Public Safety. JSU-DPS Communications can be reached at (601) 979-2580. To report a crime contact DPS and an officer will be dispatched to your location; or speak with a designated University official, such as department administrators, directors and staff members who have the authority to take crime report information. For the City of Jackson Police Department, call (601) 960-1234 for non-emergency or 911 for emergency.

Emergency “Blue Phone”

The University has installed emergency Blue Phones which are strategically placed in public areas around campus. These phones can be found outside of buildings in areas around residence halls, administrative buildings, student-centered buildings, etc. They are to be used when immediate emergency assistance is needed. Press the button on the console and the user will be connected directly to a dispatcher. The Blue Phone will provide the dispatcher with the user’s location so that they will know where to send an officer to assist.



Important JSU and Local Numbers for Reporting Crimes/ Incidents

Department of Public Safety (Campus Dispatchers)	(601) 979-2580
Department of Public Safety (Front Desk)	(601) 979-0825
Student Health Center	(601) 979-2620
Latasha Norman Center	(601) 979-0374
City of Jackson Police Department	(601) 960-1234
Hinds County Sheriff's Department	(601) 857-2600

Campus Security Authorities

Campus Security Authority are administrators, directors and staff members, not a part of JSU-DPS, identified as having a significant responsibility for student and campus activities. The responsibilities include, but are not limited to, those responsible for student housing, disciplinary and campus judicial proceedings. The following is a list of some of Jackson State University's Campus Security Authorities (CSA):

Francis White, LPC-S, NCC
Director, Latasha Norman Center
JSU Student Center, Suite 2102
(601) 979-0374
frances.i.white@jsums.edu

Dr. Erin Vaughn
Interim Director or Residence Life
Campbell College North, Suite 118
(601) 979-2326
erin.c.vaughn@jsums.edu

Dr. Vivian L. Fuller
Associate Vice President of Student
Affairs
JSU Student Center, Suite 2111
(601) 979-0833
vivian.l.fuller@jsums.edu

Laquala Coleman
Associate Dean of Students for Judicial
Services
JSU Student Center, Suite 3200

(601) 979-2329
laquala.m.coleman@jsums.edu

Kendrick Spencer
Associate Vice President of Student
Affairs
JSU Student Center, Suite 2124
(601) 979-0523
kendrick.r.spencer@jsums.edu

Robert Walker
Interim Athletics Director
(601) 979-2360
robert.m.walker@jsums.edu

Filing a Report

Victims, witnesses, and bystanders of any crime should immediately report it to JSU- Department of Public Safety or local law enforcement. The following information would be of interest to the law enforcement agency receiving the report:

1. A detailed physical description of any suspect(s), victim(s), and/or witness to the incident.
2. A detailed description of any weapon(s) or vehicle(s) used in the commission of the crime.
3. For incidents involving domestic/ dating violence or stalking, pictures showing the injuries, text messages, e-mails and voice message may help prove the severity of the threats against the victim.
4. For incidents involving sexual assaults, victims are reminded not to shower, bathe or remove anything which could preserve DNA samples that could be used as evidence in an investigation. Pictures, voice mails, text messages, and e-mails should also be preserved as evidence in these cases, if they exist.
5. For incidents involving theft, burglary or other property crimes, the victim(s) are reminded not to disturb the area until officers arrive so that they can determine if any evidence was left behind by the suspect(s).

The investigating officer will ensure that the victim receives medical assistance as required and advise them of the services available to them both on and off campus. The University's Latasha Norman Center, Student Medical Center, and Counseling Services are only a few of the many services available for victims at Jackson State University. Many of these services are private and confidential, meaning they cannot disclose information that a victim expresses to them without written authorization from the victim themselves. In cases where a person may be a danger to him/herself, someone else, a child, or advocates is required to report such incidents to authorities.

Missing Student Notification Policy

This policy was established in compliance with the Higher Education Opportunity Act of 2008, to provide students with procedures and information for reporting a missing person. The policy applies specifically to residential students.

- 1. Residential Student:** a student who resides in on-campus housing under a housing contract/lease and is currently enrolled at the University.
- 2. Missing:** A residential student may be considered missing if she or he is overdue in reaching home, campus or another specific location past the expected arrival, additional factors lead University staff to believe he or she is missing, and a check of the student's residence hall assignment supports that determination.

Confidential Contact Person:

Residential students who are 18 years of age or older or who are emancipated minors have the option, upon moving into the residence hall, to identify a specific contact person who will be notified within 24 hours if that student has been reported missing. The identity of that contact person will remain confidential with the exception of law enforcement and staff designated to respond to missing person reports. For residential students under the age of 18 and not emancipated, the University is required to notify a custodial parent or guardian within 24 hours of the time a student is reported missing.

Notification Procedures for Missing Persons:

If a residential student is believed to be missing, a report should be made to one of the following:

- Residence Life Coordinator
- Department of Public Safety

When reporting a missing person, be prepared to provide the following information:

- Your name & contact information
- Name of missing student
- Any/all contact information for the student
- Time & date last seen
- Location last seen
- Last known destination
- Names of acquaintances
- Any additional information that may be important in helping to locate the missing person

When a report is made to the residence hall staff, the Department of Public Safety will be contacted immediately and cooperative efforts will be made. Cooperative efforts may include:

- Welfare check of the missing student's residence hall room
- Contact attempts via cell phone, email, social media, or other means
- Identification of and contact with other individuals who may have knowledge of the missing student's whereabouts.

The Department of Public Safety will gather all essential information related to the missing student and conduct a thorough investigation. No later than 24 hours after the missing person report is first received, the Department of Public Safety, in conjunction with Student Affairs personnel, will notify the student's designated contact or (for persons under 18 years of age and not emancipated) the student's parent or guardian to inform them that the resident student is believed to be missing. Regardless of the student's age, emancipation status or whether the student has designated a contact person, University police will within 24 hours of the report, notify the local law enforcement agency with jurisdiction in the area where the student is missing. All inquiries by the media or the general public regarding missing persons will be referred to University Communications. All public statements will be coordinated through that office.

Notification Procedures for Missing Persons Living Off Campus

Upon notification from any person that a Jackson State University student may be missing, the university staff member receiving the information should refer the matter immediately to the Department of Public Safety at (601) 979-2580. Officers will respond to reports of missing students in a timely manner. It is the policy of the Jackson State University Department of Public Safety to thoroughly investigate reports of all missing persons. If a student is not located, the Department of Public Safety will file a Missing Persons Report with the state of Mississippi and contact any emergency contact persons listed. This information would be disseminated through Jackson State University's emergency response system. The Department of Public Safety will continue an open investigation and advise local law enforcement. For questions or inquiries, please contact Public Safety at (601) 979-2580 or the Associate Vice President for Student Life/Dean of Students at (601) 979-2241.

SEXUAL MISCONDUCT/TITLE IX

Policies and Procedures

Introduction to Title IX and Sexual Misconduct

It is the policy of Jackson State University (“University”) not to discriminate against any person on the basis of gender in violation of any applicable law, including but not limited to, Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000e), and Title IX of the Education Amendments of 1972 as well as its implementing regulations (34 CFR Part 106). This prohibition against gender based discrimination extends to all University educational programs and activities, as well as to admission into such programs and activities.

The University is committed to fostering a positive working and educational environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to race, color, national origin, sex, age, or disability. Sexual harassment is illegal, and will not be tolerated within the University. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy will be subject to disciplinary action up to and possibly including separation from the University.

Members of the University Community who believe that this policy has been violated are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the University to investigate the allegations.

Sexual Misconduct Assault Response Team (SMART)

A Sexual Misconduct Assault Response Team (SMART) has been established to further the University’s commitment to addressing and preventing sexual assaults and misconduct within the campus community. SMART is a multi-disciplinary sexual assault and misconduct intervention model. This team approach provides for a comprehensive, sensitive, coordinated system of intervention and offers assistance to sexual assault victims/survivors. The University’s SMART partners are comprised of representatives from various campus departments. The goal and purpose of SMART is to provide a coordinated and effective process of University and community response, investigation, intervention, and education of sexual assaults and misconduct on campus. Additionally, SMART provides sexual assaults crisis counseling referrals for alleged victims/survivors of sexual assaults or misconduct.

Other University offices have differing obligations with regard to reporting requirements of sexual assault and misconduct. While the University recognizes that a survivor may wish to

preserve his or her privacy after a traumatic experience, it should also be understood that the University has a responsibility to maintain the integrity and safety of the campus as a whole. Where circumstances exist that are deemed a danger to the University community at large, pertinent details about a sexual assault will immediately be publicly released. Further, the Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults known to have occurred within the University's jurisdiction. Incidents reported only to the Latasha Norman Center for Counseling & Disability Services and Student Health Center are included in these statistics, along with statistics from the Department of Public Safety. However, the survivor's identity is not disclosed in any such statistical reporting.

Additionally, other inappropriate conduct may be reported confidentially to the Latasha Norman Center for Counseling & Disability Services and Student Health Center or reported formally to the Department of Public Safety and/or the Jackson Police Department. Such other inappropriate conduct may include: repeated unwanted telephone calls, social media, and/or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence and sexual harassment.

Definitions

Alleged Violator

- Anyone against whom a report or allegation of sexual misconduct is made.

Bystander

- Someone present but not taking part in a situation or event.

Consent

- Clear and unmistakable agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is under the influence of alcohol and/or drugs. (<http://studentsexualmisconductpolicy.umich.edu/definitions>)

Diminished Capacity

- Diminished capacity exists when an individual does not have the capacity to consent. Reasons for this inability to consent include, but are not limited to: sleeping, drugged, passed out, unconscious, mentally incapacitated, etc. It is important to understand diminished capacity because often times victims of sexual assault in these situations blame themselves because they drank, consumed drugs, etc. It is essential to emphasize that it is not his or her fault, that the aggressor is the one who took advantage of his or her diminished capacity.

Domestic Violence

- Violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

<http://www.ovw.usdoj.gov/domviolence.htm>

Sexual Assault

- Any sexual act perpetrated upon a person without her or his consent, where the assailant uses physical force, threat, coercion, or intimidation to overpower or control the survivor; where the survivor fears that she or he or another person will be injured or otherwise harmed if she or he does not submit; where the survivor is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping (JSU Staff Handbook).

Sexual Contact

Sexual contact includes, but is not limited to:

- Intentional sexual contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch another or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Sexual Harassment

- It is unlawful to harass a person (an employee or student) because of the individual's gender. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same gender.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive living, classroom, social, dining, recreational, and/or work environment. The harasser can be a student and/or employee affiliated with the University or someone who is not associated with the University.

http://www.eeoc.gov/laws/types/sexual_harassment.cfm

Sexual Intercourse

http://www.oxforddictionaries.com/us/definition/american_english/sexual-intercourse

Intercourse includes, but is not limited to:

- Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-Consensual Sexual Contact

- Any intentional sexual touching. However slight, with any object or body part, by an individual upon another individual. That is without consent and/or by force.

Non-Consensual Sexual Intercourse

- Any sexual intercourse (vaginal, anal, or oral). However slight, with any object or body part by an individual upon another individual. That is without consent and/or by force.

Sexual Misconduct

- Sexual misconduct incorporates a range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

(<http://smr.yale.edu/definitions-sexual-misconduct-consent-and-harassment>)

Stalking

- Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-laws/criminal-stalking-laws-by-state/mississippi>)

Sexual Assault

- For the purposes of this policy, sexual assault is classified as rape when vaginal, anal, oral intercourse and/or penetration by a foreign object takes place without the consent of the person penetrated.

Use of alcohol/drugs

- Drugs and/or alcohol are often used to compromise an individual's ability to consent to sexual activity as well as to minimize the resistance and memory of the victim of a sexual assault.

(<https://www.rainn.org/get-information/types-of-sexual-assault/drug-facilitated-assault>)

Victim

- A person who has been threatened, coerced, or forced to engage against their will in any non-consensual sexual activity.

Witness

- A person who directly observes the alleged incident.

Response to Reports of Sexual Assault

- The University is committed to creating and maintaining a campus environment that is free of harassment, exploitation and/or intimidation for every individual in our community. Furthermore, the University is committed to creating and maintaining a campus environment that both promotes and expedites prompt reporting and timely and fair adjudication of sexual assault cases. This commitment and policy complies with the applicable law and with the University's standards of ethical conduct.

Students who are sexually assaulted are provided support services and are entitled to certain rights that shall be accorded by University officers, administrators, and employees. The "alleged violator" will be referred to as the "named student(s)" and the student filing the report of sexual assault will be referred to as the "reporting student(s)."

Victim Rights

- The University will provide a timely and thorough investigation, and will treat the complainant with respect before, during, and after the student conduct process. Barring any unforeseen circumstances, cases of sexual misconduct or sexual harassment shall be resolved within a 60 day period once the incident has been reported.
- The victim will be informed of the University's conduct process and possible outcomes. The University will also inform the victim of available counseling services, medical services, mental health services, and other campus and off campus resources for victims of sexual assault.
- The victim may request changes to academic and living situations after a sexual assault occurs. Judicial Services may be able to help facilitate such changes.
- Victims have the right to report a sexual assault to local law enforcement, which will not prevent University disciplinary action.
- Victims may request changes to academic and living situations after a sexual assault occurs. Judicial Services may be able to help facilitate such changes.
- Victims have the right to have one advisor throughout the student conduct process, including meetings and hearings. The advisor may not be a witness in the case. In meetings

with Judicial Services or in a hearing, the advisor may not participate directly and may only communicate with the victim via whispering or writing notes.

- A victim has a right to a campus "no-contact order," which prohibits the alleged violator from having contact of any kind (including electronic contact or contact from third parties acting on the alleged violator student's behalf) with you.
- The University will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974), HIPAA (Health Insurance Portability and Accountability Act of 1996) and the University conduct process.
- The victim is afforded the right to be updated on the investigation and be informed of the outcome of a hearing.
- The victim has the right to have prior, irrelevant sexual behavior or history with other individuals excluded from a hearing. As a reminder, prior consensual behavior with the alleged violator does not indicate consent on subsequent occasions.
- Prior to a hearing, the victim is allowed to inform the hearing officer of relevant witnesses the victim wishes to include at the hearing and to what the witnesses plan to testify.
- Prior to a hearing, the victim may also meet with a hearing officer to discuss hearing procedures.
- During a hearing, the victim has the right to give opening and closing statements and ask questions of the alleged violator, via the hearing officer.
- Once a decision has been rendered to the alleged violator by the University, the victim will be notified. A victim will also have the right to appeal the decision within 1 business day of receiving notification of the decision.

Rights of the Alleged Violator

- The alleged violator has similar rights to the victim. The University will provide a timely and thorough investigation, and will treat the alleged violator with respect before, during, and after the student conduct process.
- The alleged violator will be informed of the University's conduct process and possible outcomes. The University will also inform the alleged violator of available resources, including counseling services, and other campus and off campus resources to assist with the process.
- The alleged violator has the right to have one advisor throughout the student conduct process, including meetings and hearings. The advisor may not be a witness in the case. In meetings with Judicial Services or in a hearing, the advisor may not participate directly and may only communicate with the alleged violator via whispers or writing notes.
- The University will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974), HIPAA (Health Insurance Portability and Accountability Act of 1996), and the University conduct process.

- The alleged violator is afforded the right to be updated on the investigation and be informed of the outcomes of the process.
- Prior to a hearing, the alleged violator is allowed to inform the hearing officer of relevant witnesses the alleged violator wishes to include at the hearing and to what the witnesses plan to testify.
- Prior to a hearing, the alleged violator may also meet with a hearing officer to discuss hearing procedures.
- During a hearing, the alleged violator has the right to give opening and closing statements and ask questions of the witnesses and victim, via a hearing officer.
- The alleged violator has the right to timely notice of a hearing as indicated in the Student Code of Conduct. The alleged violator may waive the period of notice if desired.

Parental Notification

- The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. When a student is not dependent, the University will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

What to do if you are sexually assaulted on or off campus:

- Go to a safe location immediately.
- To report the crime or request services, notify the Department of Public Safety (DPS) at 601.979.2580 (24 hours), or Housing and Residence Life Staff, or Campus Resource Advocate at 601.540.4383. You can file a formal report with the Department of Public Safety
 - The alleged violator may be one of the following:
 - JSU student or non-student
 - Faculty/Staff
 - Administrator
 - JSU Campus Affiliate
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the

medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.

- Contact the Title IX Coordinator (601.979.6883). This person is investigating all allegations of sexual misconduct perpetrated against a JSU student.
- Call a trusted friend, family member, Campus Resource Advocate (601.540.4383) or someone who can provide support.
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Jackson include the Rape Crisis Center, 601.982.7273 (24 hours), and the Domestic Violence Program, 601.948.4495 (24 hours). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, Student Health Center, 601.979.2260, provides medical care, including contraception, morning after pill, and testing for sexually transmitted infections. Hours of operation are Monday – Friday 8:00 am – 5:00 pm.
- If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample.
- Talk to a counselor for emotional support and advocacy. You can speak with a Campus Resource Advocate on campus confidentially at the Latasha Norman Center for Counseling & Disability Services, 601.979.0374 or Student Health Center, 601.979.2260. If you prefer to seek counseling off campus, call Rape Crisis Center at Catholic Charities, Inc., 601.355.8634 (24 hours).

Confidentiality

- Students who have been sexually assaulted or are survivors of other gender-based abuse or harm should be reminded that they may receive confidential assistance from the Latasha Norman Center for Counseling & Disability Services and from the Student Health Center. All other University personnel who have been deemed Campus Resource Advocates are required to notify the Department of Public Safety upon receiving a report of sexual assault.

Title IX Complaint Procedures

Reporting Sexual Harassment

A member of the University community who wishes to file a complaint about sexual harassment by an employee or student of the University should take the following action:

- **If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator or to the University's Title IX Coordinator.**
- **If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator's superior or to the University's Title IX Coordinator.**
- **If the alleged harasser is a student, the complaint should be made to the Associate Vice President for the Division of Student Life or to the University's Title IX Coordinator.**

The University can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs.

The University can only take corrective action when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced sexual harassment to come forward with their complaints and seek assistance within the University. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

Reports of sexual assault and other crimes should be directed to the JSU Department of Public Safety, regardless of whether the matter is also reported and being investigated as sexual harassment.

Contact Information

Title IX Coordinator:

Thomas Hudson, Chief Diversity and EEO/AA Officer

Ayer Hall, Room 315

(601) 979-6883

thomas.k.hudson@jsums.edu

Associate Vice President for Student Affairs:

JSU Student Center 3rd Floor, Suite 3200

P: 601-979-2329 F: 601-979-2327

deanofstudents@jsums.edu

Department of Public Safety:

(601) 979-2580

Processing Complaints

All complaints of alleged sexual harassment are investigated under the oversight of the University's Title IX Coordinator. The University will process all formal complaints of sexual harassment it receives; regardless of where the conduct which is the basis for the complaint allegedly occurred. The Title IX Coordinator may also determine that an investigation is warranted without a formal complaint if the University has sufficient notice that sexual harassment may have occurred.

1. Investigation Timelines

Investigations of sexual harassment will normally be completed within 60 calendar days, with an additional 15 calendar days to complete a formal report where appropriate. If the investigation cannot be completed within that timeframe, the complainant and the respondent will be informed of the reasons for the delay and an estimated date of completion.

2. Interim Measures

The University may take interim measures it deems necessary during an investigation. Interim measures will be taken within the context of University policies and might include changes to class or housing assignments for students or work assignments for employees.

3. Complaints in Which a Student is the Alleged Harasser

Complaints of alleged sexual harassment by a student will be investigated under the oversight of the University's Title IX Coordinator. If that investigation results in a finding that sexual harassment has occurred, the Title IX Coordinator will file a complaint with the Department of Student Life and such complaint will be processed under the student disciplinary code. In those cases, the Title IX Coordinator will be identified as the Complainant and it will be the prerogative of the victim to determine in what capacity, if any, he/she will participate (i.e., co-complainant, witness, or no participation).

4. Complaints in Which an Employee is the Alleged Harasser

Complaints of alleged sexual harassment by a faculty or staff member will be investigated under the oversight of the University's Title IX Coordinator.

Investigations Generally

Each complaint of sexual harassment will result in an investigation, including interviews and the review of evidence, such as electronic and written material, if any exists. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial action, including, where appropriate, disciplinary action, to eliminate the harassment and prevent its recurrence. The Title IX Coordinator, in cooperation with the relevant University officials, will continue to monitor the matter to assure that harassment does not recur.

Confidentiality

The review of sexual harassment complaints, including formal investigation, will be conducted confidentially to the extent permitted by law, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective action.

Retaliation

Persons who complain about sexual harassment, or who cooperate in the University's investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, even if the University finds that no sexual harassment occurred. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Associate Vice President for the Division of Student Life, or the Title IX Coordinator.

Cooperation

Members of the University community are expected to cooperate in the University's investigations of alleged sexual harassment by University officials.

Assistance with Processing Complaints

The Chief Diversity and EEO/AA Officer is responsible for monitoring the University's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. Unit administrators set the tone regarding acceptable conduct and climate within their units. Unit administrators who need assistance in applying this Policy, education and training with respect to the Policy and who have questions about sexual harassment prevention may contact: the Associate Vice President for the Division of Student Life; the Title IX Coordinator; and/or the Office of the General Counsel.

University Investigation without a Complaint

When necessary to meet its commitment to provide an environment free of unlawful harassment, the University may investigate alleged incidents of sexual harassment of which it becomes aware, even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation. If a University employee becomes aware of specific and credible allegations of sexual harassment, whether through a complainant or otherwise, the allegation should be reported promptly to the Title IX Coordinator.

Reporting Requirements

To assure University-wide compliance with this policy and with federal and state law, the Title IX Coordinator must be advised of all reported incidents of sexual harassment and their resolution. The Chief Diversity and EEO/AA Officer will monitor repeated claims within the same unit or against the same individual, where identified, to assure that such claims are appropriately handled.



Definitions of Reportable Crimes and Penalties

- **Murder**- is defined as the killing of a human being without the authority of law by any means or in any manner.
- **Non-Negligent Manslaughter**- is the willful killing of one human being by another.
- **Negligent Manslaughter**- is the killing of one human being by another through gross negligence.
- **Rape**- is defined as forced (non-consenting) sexual intercourse and includes vaginal, anal, or oral penetration. The penetration may be by a body part or by an object, and the intercourse may be forced through threats or physical means.
- **Sexual Battery**- a person is guilty of sexual battery if he or she engages in sexual penetration with another person without his or her consent, a mentally defective, mentally incapacitated or physically helpless person, or a child under the age of fourteen (14) years.
- **Robbery**- is the taking of or attempting to take anything of value from the care, custody, or control of a person or persons by force or violence and/or by putting the victim in fear.
- **Aggravated Assault**- is 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.
- **Burglary**- is the unlawful entry or attempted entry of a structure to commit a felony or theft.
- **Auto Theft**- is the theft or attempted theft of a motor vehicle.
- **Arson**- is an 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.

Main Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
Criminal Homicide					
Murder/ Non-Negligent Manslaughter	2012	0	0	0	0
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
Sex Offenses					
Forcible Offenses	2012	0	0	0	0
Forcible Offenses	2013	0	0	1	0
Forcible Offences	2014	0	1	0	0
Non-Forcible Offenses	2012	0	0	0	0
Non-Forcible Offenses	2013	0	0	0	0
Non-Forcible Offenses	2014	0	0	0	0
Robbery	2012	24	0	3	1
Robbery	2013	19	0	2	4
Robbery	2014	14	0	0	0
Aggravated Assault	2012	2	0	0	0
Aggravated Assault	2013	3	0	0	0
Aggravated Assault	2014	0	0	6	0
Burglary	2012	26	1	28	0
Burglary	2013	37	0	17	0
Burglary	2014	27	2	8	0
Motor Vehicle Theft	2012	5	0	0	0
Motor Vehicle Theft	2013	0	0	0	7
Motor Vehicle Theft	2014	1	0	0	3
Arson	2012	0	0	1	0
Arson	2013	0	0	0	0
Arson	2014	0	0	0	0
Hate Crimes	2012	0	0	0	0
Hate Crimes	2013	0	0	0	0
Hate Crimes	2014	0	0	0	0

Main Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
VAWA Crimes					
Domestic Violence	2013	3	0	4	0
Domestic Violence	2014	3	0	5	0
Dating Violence	2013	0	0	0	0
Dating Violence	2014	0	0	0	0
Stalking	2013	0	0	0	0
Stalking	2014	2	0	3	0
Arrests					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	1	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	2	0	0	0
Drug Abuse Violators	2013	6	0	0	0
Drug Abuse Violators	2014	13	0	0	0
Weapon Possession Violators	2012	3	0	0	0
Weapon Possession Violators	2013	2	0	0	0
Weapon Possession Violators	2014	3	0	1	0
Judicial Reviews					
Liquor Law Violators	2012	7	0	0	0
Liquor Law Violators	2013	11	0	0	0
Liquor Law Violators	2014	1	0	1	0
Drug Abuse Violators	2012	19	0	0	0
Drug Abuse Violators	2013	31	0	0	0
Drug Abuse Violators	2014	8	2	13	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	5	1	0	0

e-Center					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
Criminal Homicide					
Murder/ Non-Negligent Manslaughter	2012	0	0	0	0
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
Sex Offenses					
Forcible Offenses	2012	0	0	0	0
Forcible Offenses	2013	0	0	0	0
Forcible Offences	2014	0	0	0	0
Non-Forcible Offenses	2012	0	0	0	0
Non-Forcible Offenses	2013	0	0	0	0
Non-Forcible Offenses	2014	0	0	0	0
Robbery	2012	0	0	0	0
Robbery	2013	0	0	0	0
Robbery	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
Aggravated Assault	2013	0	0	0	0
Aggravated Assault	2014	0	0	0	0
Burglary	2012	0	0	0	0
Burglary	2013	0	0	0	0
Burglary	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
Arson	2012	0	0	0	0
Arson	2013	0	0	0	0
Arson	2014	0	0	0	0
Hate Crimes	2012	0	0	0	0
Hate Crimes	2013	0	0	0	0
Hate Crimes	2014	0	0	0	0

e-Center					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
VAWA Crimes					
Domestic Violence	2013	0	0	0	0
Domestic Violence	2014	0	0	0	0
Dating Violence	2013	0	0	0	0
Dating Violence	2014	0	0	0	0
Stalking	2013	0	0	0	0
Stalking	2014	0	0	0	0
Arrests					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0
Judicial Reviews					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0

Madison Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
Criminal Homicide					
Murder/ Non-Negligent Manslaughter	2012	0	0	0	0
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
Sex Offenses					
Forcible Offenses	2012	0	0	0	0
Forcible Offenses	2013	0	0	0	0
Forcible Offences	2014	0	0	0	0
Non-Forcible Offenses	2012	0	0	0	0
Non-Forcible Offenses	2013	0	0	0	0
Non-Forcible Offenses	2014	0	0	0	0
Robbery	2012	0	0	0	0
Robbery	2013	0	0	0	0
Robbery	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
Aggravated Assault	2013	0	0	0	0
Aggravated Assault	2014	0	0	0	0
Burglary	2012	0	0	0	0
Burglary	2013	0	0	0	0
Burglary	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
Arson	2012	0	0	0	0
Arson	2013	0	0	0	0
Arson	2014	0	0	0	0
Hate Crimes	2012	0	0	0	0
Hate Crimes	2013	0	0	0	0
Hate Crimes	2014	0	0	0	0

Madison Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
VAWA Crimes					
Domestic Violence	2013	0	0	0	0
Domestic Violence	2014	0	0	0	0
Dating Violence	2013	0	0	0	0
Dating Violence	2014	0	0	0	0
Stalking	2013	0	0	0	0
Stalking	2014	0	0	0	0
Arrests					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0
Judicial Reviews					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0

E. E Thrash Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
Criminal Homicide					
Murder/ Non-Negligent Manslaughter	2012	0	0	0	0
Murder/ Non-Negligent Manslaughter	2013	0	0	0	0
Murder/ Non-Negligent Manslaughter	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0
Sex Offenses					
Forcible Offenses	2012	0	0	0	0
Forcible Offenses	2013	0	0	0	0
Forcible Offences	2014	0	0	0	0
Non-Forcible Offenses	2012	0	0	0	0
Non-Forcible Offenses	2013	0	0	0	0
Non-Forcible Offenses	2014	0	0	0	0
Robbery	2012	0	0	0	0
Robbery	2013	0	0	0	0
Robbery	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
Aggravated Assault	2013	0	0	0	0
Aggravated Assault	2014	0	0	0	0
Burglary	2012	0	0	0	0
Burglary	2013	0	0	0	0
Burglary	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
Arson	2012	0	0	0	0
Arson	2013	0	0	0	0
Arson	2014	0	0	0	0
Hate Crimes	2012	0	0	0	0
Hate Crimes	2013	0	0	0	0
Hate Crimes	2014	0	0	0	0

E. E. Thrash Campus					
Type of Offense	Year	On-Campus	Non-Campus	Residential Facility	Public Property
VAWA Crimes					
Domestic Violence	2013	0	0	0	0
Domestic Violence	2014	0	0	0	0
Dating Violence	2013	0	0	0	0
Dating Violence	2014	0	0	0	0
Stalking	2013	0	0	0	0
Stalking	2014	0	0	0	0
Arrests					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0
Judicial Reviews					
Liquor Law Violators	2012	0	0	0	0
Liquor Law Violators	2013	0	0	0	0
Liquor Law Violators	2014	0	0	0	0
Drug Abuse Violators	2012	0	0	0	0
Drug Abuse Violators	2013	0	0	0	0
Drug Abuse Violators	2014	0	0	0	0
Weapon Possession Violators	2012	0	0	0	0
Weapon Possession Violators	2013	0	0	0	0
Weapon Possession Violators	2014	0	0	0	0



Weapons

The use, storage, possession, consumption, or display of weapons, firearms, self-defense devices, or explosives is strictly prohibited on the premises of the University. Weapons include, but are not limited to the following: mace, pepper spray, rifles, shotguns, tazers, stun guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers, switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or the use of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit does not constitute authorization. When course content and classroom assignments require the use of such items, the President, the Provost, Associate Vice President for Student Affairs or designee, and the Department of Public Safety should give prior written approval.

Paraphernalia/Drugs

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the university, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the University. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting,

processing, preparing, packaging, storing, concealing, playing with, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the university and/ or at events and activities sponsored by the university, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, hookah, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Evidence of use of marijuana includes but is not limited to: smell, smoke, seeds, or residue. The presence of the odor of marijuana will be considered evidence that a drug violation has occurred. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.



DRUG/ SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, & not more than life. If death or serious injury, life in prison. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, & not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, & not more than life. If death or serious injury, life in prison. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2+ Prior Offenses: Life in prison</p>
Cocaine Base (Schedule II)	5 - 49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1- 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 – 499 gms mixture		50 gms or more pure, or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100 – 999 gms mixture		100 gm or more pure, or 1 kg or more mixture	

DRUG/ SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II Drugs (& any product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250, 000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Flunitrazepam (Schedule IV)	30 – 999 mgs	
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
Flunitrazepam (Rohypnol) (Schedule IV)	Less than 30 mgs	
All schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 yrs, not more than life. If death or serious injury, not less than 20 yrs, not more than life. Fine not more than \$4 million if an individual, \$10 million if not an individual.	Not less than 20 yrs, not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual, \$20 million if not an individual.
Marijuana	100 kg - 999 kg mixture; or 100 – 999 plants	Not less than 5 yrs, or more than 40 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine not more than \$2 million if an individual, \$5 million if not an individual.	Not less than 10 yrs, not more than life. If death or serious injury, mandatory life. Fine not more than \$4 million if an individual, \$10 million if not an individual.
Marijuana	More than 10 kgs hashish; 50 – 99 kg mix. More than 1 kg of hashish oil; 50 – 99 plants	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine \$1 million if an individual, \$5 million if not an individual.	Not more than 30 yrs. If death or serious injury, mandatory life. Fine \$2 million if an individual, \$10 million if not an individual.
Marijuana	1 – 49 plants; less than 50 kg mixture	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if not an individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Alcohol Free Workplace and Workforce Policy

This policy statement is intended to express the commitment of IHL and Jackson State University to maintaining a drug-free workplace and workforce in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi, the Drug-Free Workplace Act of 1988, and any other mandated legislation.

The University's group health insurance may cover part of the cost of certain drug related treatment programs. Employees are advised to contact the Department of Human Resources for more information concerning benefits. Treatment costs not covered by the University group health plan or other agencies must be paid for by the individual.

Policy Statement

Jackson State University acknowledges and supports the laws of the State of Mississippi as set forth in Section 41-29-101-185 of the Mississippi Code of 1972, as supplemented, which statute prohibits the sale, distribution, manufacture, possession or use of a controlled substance in this state. As a result of this law and of the policy of the University, to be a drug-free workplace and workforce, staff members (as well as faculty) are specifically prohibited from using, selling, distribution or in any other way involving themselves with controlled substances, except as permitted in the relevant legislation. The term "controlled substances" shall mean those drugs and substances set forth in Schedule I through V of Section 2102 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15. For purposes of this policy, the term "personnel" shall specifically include all personnel employed by the University, whether full or part-time, faculty, staff, or administrative.

The term "workplace" is any location where a staff member is functioning within his or her job capacity. The University will make available to all staff members a copy of this policy and will notify staff members that, as a condition of employment, the employee must abide by the requirements of this policy.

- A. Staff members are reminded that confidential assistance with substance abuse problems is available through several centers for alcohol and drug education in the greater Jackson area.
- B. Supervisors must confidentially refer for counseling any person under their supervision who appears to be having difficulty with substance abuse.
- C. Any staff member who has been convicted of a criminal drug statute violation occurring in the workplace must notify his/her immediate supervisor no later than five (5) days after the conviction.
- D. Upon notification of such a conviction, the University will initiate appropriate personnel action (See "JSU Sanctions" next page) within thirty (30) days of such notification.

- E. Upon notification of such conviction, the University is required by law to notify the applicable funding agency(s) within ten (10) days if the staff member is working in a position that is funded by federal monies.

Alcohol and Drug Awareness Program

The University has established an Alcohol and Drug-Free Awareness Program which is administered through the Department of Human Resources by the Interdisciplinary Alcohol and Drug Studies Center.

Sanctions

Depending upon the facts relating to any drug conviction or use, the employee may be suspended pending further investigation, required to participate in drug abuse assistance or rehabilitation program, issued a written warning, terminated, or allowed to continue in a work status. Any action will be initiated within thirty (30) days after the facts become known to the University.

If a staff member employed on a federal contract or grant fails to notify his/her immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction, he/she will be suspended pending investigation with termination possible. If an employee is suspected of violating any criminal drug statute in the workplace, the Department of Public Safety will be called to begin investigation of the case.

Drug and Alcohol Abuse Policy Statement

Jackson State University recognizes that alcoholism is a chronic, progressive illness, which if untreated is potentially fatal. The University offers assistance to help resolve such employee problems in an effective and confidential manner.

It is the official position of the University that:

- A. Employees having substance abuse problems, which may affect work performance, are encouraged to seek assistance voluntarily on a confidential basis by contacting their unit head;
- B. Employees are assured that their job, future, and reputation will not be jeopardized by utilizing any of the treatment options;
- C. The employee has the right to accept or refuse help as he/she chooses; however, individual work performance must meet acceptable standards or be subject to existing personnel policies for below standard performance; and
- D. Implementation of this policy will not interfere with, or negate, any other University practices, policies, or procedures.

Drug and Alcohol Testing Policy Statement

It is the purpose of the Jackson State University Alcohol and Drug Testing Policy to promote a drug-free workplace in order that Jackson State University (hereinafter “University”), a Mississippi Institution of Higher Learning, will maximize the level of employee productivity and reach the desired level of success without experiencing the costs, delays, and tragedies associated with work-related accidents resulting from substance abuse by employees.

Existence of Legislation

Alcohol and Drug testing is governed by statute under Miss. Code Ann. § 71-7-1, et seq. Groups Included. This policy applies to all Jackson State University employees, applicants, and institutional divisions made up of these persons. The complete policy is available through the Department of Human Resources or the General Counsel’s Office during normal business hours.

Reasonable Suspicion Testing

Reasonable suspicion testing applies to every employee when the University has objective reason(s) to suspect that individual may be using drugs or alcohol.

Neutral Selection Testing

Neutral selection testing applies to individuals with specific duties or within specific groups such as law enforcement, or any individual or group that monitors access to sensitive information or affects public health or safety. While neutral selection testing does not single out individuals, it can be applied either randomly or to every employee in an institutional unit.

Follow Up Testing

If an employee has previously entered a drug or alcohol abuse program while in the course of his employment with the University or if a confirmed positive test resulted for an employee within the prior twelve (12) months, a follow up alcohol and/or drug test may be required.

Prohibited Substances

The University may test for drugs or metabolites including the following: marijuana, cocaine, opiates, amphetamines, phencyclidine, alcohol, and other controlled substances. Testing for controlled substances not specifically named above can only be done if an appropriate federal agency has established an approved protocol and positive thresholds for each substance.

Posted Notice

This “Alcohol and Drug Testing Policy Statement,” must be posted in an appropriate and conspicuous location on the University’s premises and copies of the policy will be made available for inspection during regular business hours. This statement consists of approximately two pages.

Notice to Employees

All employees, as distinct from applicants, must have been provided a written copy of the policy, or this “Alcohol and Drug Testing Policy Statement,” prior to 30 days before submission to a test under this policy. Receiving the above-stated notice as an applicant will also satisfy this requirement as long as the notice was received over 30 days before the testing.

Notice for Applicants

Upon application and prior to collection, an applicant shall be notified by the University in writing that such applicant may be tested for drugs or their metabolites.

Release of Information Form

A release of information form, which conforms to the confidentiality provisions under the policy, must be signed by the employee or applicant. The form allows the disclosure of information to the employer. Refusal to sign the form may result in discharge or discipline by the University.

Confidentiality

All information received by the University through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with state law regulations. Any information obtained by University pursuant to this policy shall be the property of University, and shall be kept confidential to the extent required by law. If an employee refuses to sign a written consent form for release of drug testing information to University, University shall not be barred from discharging or disciplining the employee.

Opportunity to Self-Report

Prior to testing, the employee will have the opportunity to confidentially report prescription or non-prescription medications. Please ask for the “Medication Disclosure Form” from the university or similar form from the alcohol and drug test administrator.

Consequences of Refusal

A person who is required under the University Alcohol and Drug Testing Policy to submit to a particular type of drug or alcohol test may be subject to discipline and/or discharge for refusing to submit to the drug or alcohol test. Refusal under these circumstances will constitute insubordination and intentional non-compliance with University policy. Refusal to submit for applicants may be used as grounds for not hiring that individual.

Positive and Confirmed Positive Test Results

The University may temporarily suspend or transfer an employee to another position after obtaining the results of a positive initial test. The University may discharge an employee after obtaining the results of a positive confirmed test.

Right to Contest Accuracy

An employee who receives a positive confirmed alcohol or drug test may contest the accuracy of or explain that result. The initial and confirmation tests will be at the University's expense, but any additional costs for testing will be borne by the employee or applicant.

Discharge or Discipline

The discharge or disciplining of an employee on the basis of a positive, confirmed drug and alcohol test shall be considered both "for cause" as well as "willful misconduct."

Rehabilitation Information

If the University determines that discipline or discharge is not necessary or appropriate following a positive confirmed test result, information on opportunities for assessment and rehabilitation will be made available to the employees.

Emergency Management Plan

The Jackson State University Emergency Operations Plan (EOP) is an all-hazards comprehensive emergency operations plan that details University procedures for Planning, Response, Recovery, and Mitigation on the main campus and all other locations. These four interrelated stages interact in an on-going cycle of emergency management activities.

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. While NIMS provides the template for the management of incidents, the National Response Framework (NRF) provides the structure and mechanisms for a national-level policy of incident management. Adoption and comprehension of NIMS and NRF principles will assist JSU in successfully coordinating and engaging Federal response entities, should a disaster require their support and resources.

Within NIMS, the Incident Command System (ICS) provides for the effective and efficient management of domestic incidents and events by integrating a combination of facilities, equipment, personnel, procedures, and communications into a common organizational structure. The ICS can be used to organize both near-term and long-term field-level operations for a broad spectrum of situations.

The Jackson State University EOP adheres to the National Incident Management System (NIMS) concepts, requirements, and policies and outlines the desired actions of first responders and field-based operations in accordance with the Incident Command System (ICS).

When necessary, multi-departmental and multi-agency coordination will occur through partial or full activation of the JSU Emergency Operations Center (EOC).

Members of the Jackson State University Department of Public Safety and Critical Incident Planning Group (CIPG) were responsible for developing this plan. Members of the Executive Cabinet (EC) are responsible for approving the plan. Membership and responsibilities of these groups and committees are outlined within the Planning Section.

The Jackson State University Emergency Manager is responsible for maintaining and coordinating periodic updates to this plan, as required. A current version of the EOP will be maintained in the Emergency Operations Center at all times. Inclusion of lessons learned from real incidents/events, exercises, changes in University policies, changes in laws, and coordination of local, state, and federal initiatives are critical in ensuring that Jackson State University operational plans and procedures are current and realistic. The CIPG, EPG, and other campus committees shall continually contribute information and data to support this initiative. Each Jackson State University location is responsible for developing and maintaining separate emergency operations plans, which address their specific hazards relative to their locations. The Jackson State University Emergency Manager is responsible for coordinating, reviewing, and managing all Jackson State University emergency operations plans and policies to ensure interoperability, continuity, and compliance. The Jackson State University Emergency Management Plan shall include all Jackson State University EOPs and be maintained by the Jackson State University Emergency Management Coordinator.

Timely Warnings and Emergency Notification

In the event that a situation arises, either on or off campus, that, in the judgment of designated JSU Public Safety Officials, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through campus emergency notification systems to students, faculty, staff, tenant facilities, and visitors. In such situations and depending on the likelihood of timely receipt, all or a portion of the below listed systems may be employed:

- Strobe lights (Fire Alarms)
- Voice messaging, emails, text messaging (Everbridge Alert)
- Sirens/Loud speakers
- JSU website /Social media websites

The purpose of an emergency warning is to alert the JSU community about an imminent threat to life, personal safety, or property damage, which dictates immediate protective measures. Timely warning should not be confused with timely notification. Timely notification refers to the release of incident-related information to afford individuals time to assess their relative risk to a known hazard or threat.

JSU has several means of notifying students, faculty, staff, and visitors in an emergency:

- JSU Everbridge (email, phone, sms text, and voice mail messaging)
- JSU Website (Home Page)
- Outdoor strobe lights , sirens, and loudspeakers
- Local radio and television stations
- JSU social media outlets

If an emergency occurs during business hours, University Communications will initiate timely warnings based on the recommendation of the Department of Public Safety, the Emergency Manager, or the Provost/Vice President for Academic Affairs.

In the event that an emergency occurs after normal business hours, the Department of Public Safety will be responsible for initiating timely warnings. In the event that campus police is not able to initiate a timely warning, authorized users in Information Technology, University Communications, or Emergency Management may broadcast pre-scripted messages.

Nothing shall inhibit or create a delay in initiating immediate and timely warnings for any hazard that poses an immediate/imminent threat to public safety or university assets.

Directions will be given on what actions to take from these various means of communication. When the situation is resolved, an “all clear” notice will also be announced.

Authority to Issue and Disseminate Warnings and Notifications:

The following DPS officials are authorized to issue and disseminate emergency warnings and notifications:

- Associate Vice President of Public Safety & Security
- Director, Department of Public Safety
- Assistant Director, Department of Public Safety
- Department of Public Safety Command/Supervisory Staff (lieutenants and above)
- Public Information Officer
- Department of Public Safety (Ranking Officer on Duty)
- Emergency Manager

Additionally, the following staff personnel may also issue emergency warnings/notifications:

- President
- Provost/Vice President of Academic Affairs
- Associate Vice President of Academic Affairs
- Executive Director of University Communications or designees
- Vice President, Information Technology or designees

University Communications

The Executive Director of Communications and designees shall coordinate, engage, and provide emergency information to the public and media on behalf of JSU. Designated personnel, within JSU, will disseminate emergency warnings when prompted by designated JSU Department of Public Safety personnel or University officials. When the EOC is activated, the Executive Director of University Communications and designees shall utilize local, state, and federal joint information systems to provide emergency information to the public.

The Dept. of Public Safety (Campus Police) may use their marked patrol vehicles equipped with a public address system to notify students, faculty, and staff of the impending threat.

University Communications and/or the Emergency Manager may initialize Everbridge Aware (Campus Alert Notification System), Sirens/Voice System, mass email notification, and other mass communication notification methods such as the JSU website, to notify all students, faculty, and staff, as deemed appropriate.

**** Notification of these entities by Department of Public Safety is incident driven. In some situations the Emergency Manager may initiate these actions.***

Jackson State University Emergency Response Plan can be found on the campus web site at: <http://www.jsu.edu/campuspolice/files/2011/03/JSU-Emergency-Operations-Plan.pdf>

DISCIPLINARY PROCEDURE

Authority

By virtue of the bylaws and policies of the Board of Trustees of the State Institutions of Higher Learning, the President of Jackson State University is charged with the responsibility of maintaining “appropriate standards of conduct of students.” This duty has been delegated to the Vice President for Academic and Student Affairs who has delegated it to the Associate Vice President for Student Affairs and Dean of Students. The Associate Vice President for Student Affairs and Dean of Students or designee(s) is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy sanctions for disciplinary violations. The Associate Vice President for Student Affairs is aided in this responsibility by the Associate Dean

of Students for Judicial Services. The Associate Vice President for Student Affairs and Dean of Students Office may be assisted in adjudicating violations of the Student Code of Conduct.

Disciplinary Responsibility

The Associate Vice President for Student Affairs and Dean of Students or their designee are responsible for receiving and examining disciplinary matters related to the behavior of students, student groups, and/or student organizations. Furthermore, the Associate Vice President for Student Affairs and Dean of Students or their designee are responsible for assigning cases to the appropriate committees based on the behavior, status, and case loads. In addition, the Associate Vice President for Student Affairs and Dean of Students Office have sole discretion in determining the appropriate sanction (s) for students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct.

Disciplinary Procedures

Disciplinary procedures may be initiated against a student, student group, and/or organization upon receiving and examining an official incident report and/or valid complaint regarding the behavior of a student, student group, and/or student organization. The Associate Vice President for Student Affairs and Dean of Students or designee will determine whether or not the behavior warrants disciplinary action. In the event a sufficient cause is determined, the Associate Vice President for Student Affairs and Dean of Students Office or designee reserves the right to conduct an administrative hearing or assign the case to a student conduct committee. Below are some examples of the committees:

1. Student Affairs Disciplinary Committee

a. Membership of the Student Affairs Disciplinary Committee (SADC) is comprised of the Associate Vice President for Student Affairs and Dean of Students or their designee, faculty and staff members, and elected student justices of the Student Government Association. The elected student justices consist of the Chief Justice, Associate Chief Justice and three student justices; although all may serve at a particular hearing, only three are required. The Associate Vice President for Student Affairs and Dean of Students or their designee presides at the hearing of the committee. This committee shall hear cases which may result in a student, student group, and/or student organization being admonished, exonerated, receiving a letter of warning, being assigned University service or counseling, receiving a fine, being placed on probation, losing privileges, being assigned a research assignment or reflection journal,

paying restitution, being required to attend workshops/seminars, being suspended or being expelled from the University community.

b. In instances which may involve a conflict of interest with the victims/complainants in the case being adjudicated, the Associate Vice President for Student Affairs and Dean of Students or their designee reserves the right to have the chairperson of the hearing temporarily or permanently replace or dismiss any person(s) from SADC membership. This includes, but is not limited to, any elected student justices, faculty or staff members. No SADC member, witness, observer, or other student may violate the confidentiality of judicial proceedings. SADC members may never reveal information about judicial deliberations or outcomes, except pursuant to court order.

2. Inter-Residence Hall Committee

a. The Inter-Residence Hall Committee (IRHC) is comprised of residence hall full-time and part-time staff members and residents of each residence hall. The chair of the committee is appointed by the Executive Director of Housing and Residence Life. The IRHC is responsible for adjudicating cases resulting from violations of the residence hall rules and regulations, which may include: (see Resident Student Handbook)

i. Roommate Disputes 26

ii. Housing Violations

iii. Illegal Visitation

NOTE: Cases of a more serious nature may be referred to the Associate Vice President for Student Affairs and Dean of Students Office.

3. Appeals Committee (appeals from the administrative hearing or Student Affairs Disciplinary Committee)

a. The Appeals Committee is responsible for adjudicating only those cases, which have been granted an appeal by the Associate Vice President for Student Affairs and Dean of Students. Appeals are granted on the basis of a substantial violation of the hearing procedure or new evidence, witnesses, or facts.

b. The Appeals Committee membership is comprised of the Associate Vice President for Student Affairs and Dean of Students, two staff members and one student. Decisions of the Appeals Committee are made by a simple majority vote.

c. Appeals may also be assigned to an administrative hearing officer for review.

Charge Notification

- Written communication to a student outlining the Student Code of Conduct violations being brought against them.

Hearing Notification

- Written communication to a student outlining the confirmed hearing date, time, and location. This information is also accompanied with the requirements for advisor(s)/witnesses attending a hearing.

Decision/Sanction

- Letter written notification of the hearing outcome.

Appeal Decision Letter

- Written notification of the appeal decision.

Communication

- Correspondence from the Dean of Students Office-Judicial Services will be delivered to the respective residence hall for residential student and must be picked up in the Dean of Students Office (3rd floor, Suite 3200, Student Center) for non-residential students. The same correspondence received via hard copy will also be distributed to the student's assigned JSU student e-mail account. Therefore, students are expected to check their JSU student e-mail account daily.

Notification Process

- A student, student group, and/or student organization who is to appear before the Associate Vice President for Student Affairs and Dean of Students or designee for his/her involvement in an alleged violation of the Student Code of Conduct shall be notified in writing or email with the following information:

1. That he/she must report to the Associate Vice President for Student Affairs and Dean of Students Office within three business days (72 hours) of receiving written or email notification to discuss his/her involvement in an alleged Student Code of Conduct violation (s)
2. The specific violation (s) and, in some instances, the recommended sanction (s) if found to be in violation of the Student Code of Conduct.

Failure to report to the Associate Vice President for Student and Dean of Students Office after being properly notified will result in the student, student organization, or student organization being charged with “Failure to Comply” and/or “Contempt of Hearing.”

Administrative Hearing and Student Conduct Committee Processes

Once the student, student organization, or student group meets with the Associate Vice President for Student Affairs and Dean of Students or designee, the student, student organization, or student group will be notified of the decision to proceed with an administrative or student conduct committee hearing. Students will receive a hard copy letter and an email notification following an administrative or conduct committee hearing:

1. Specific charges and possible sanctions, the committee assigned to adjudicate the hearing, the time, date, and place of the hearing, and names of witnesses who will present information during the hearing will be provided to the student no less than 48 hours prior to the hearing, unless accommodations are made by the student for a shorter time period.
2. Confirmation that witnesses are permitted to present information on behalf of the student, student organization, or student group.
3. The accused student, student group, or student organization can be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the Associate Vice President for Student Affairs and Dean of Students or designee in writing of their name at least 48 hours prior to the hearing.

4. The accused student, student group, and/or student organization is permitted to question witnesses or information presented during the hearing.
5. Notification that failure to report to the Associate Vice President for Student and Dean of Students Office for a hearing after being properly notified will result in the student, student organization, or student group being charged with “Failure to Comply” and/or “Contempt of Hearing.”
6. Confirmation that the hearing will be conducted as outlined in the “Hearing Procedures” within this manual.
7. Confirmation that a record of the hearing and documents associated with the hearing will be maintained within the Associate Vice President for Student Affairs and Dean of Students Office.

Hearing Procedures

The purpose of the administrative or student conduct committee hearing is to reach a decision regarding the accused responsibility for violation of University rules or regulations, to provide due process for the accused, and to recommend a sanction. Such decisions may affect students, groups, and student organizations and their relationship to the University. Administrative hearing decisions shall be determined by the Associate Vice President for Student Affairs and Dean of Students or designee. Student conduct committee decisions shall be majority vote. If a student, student group, or student organization fails to attend the hearing after being notified, it will be held in their absence. Attendance at an administrative or student conduct committee hearing is limited to only those individuals directly involved or those requested by the Associate Vice President for Student Affairs and Dean of Students or designee. The confidentiality of all student cases should be maintained.

The outline below will be followed for hearings:

1. Call to order by the chairperson;
2. Presentation of the violation (s);
3. Response from the accused student, student group, or student organization to the violation (s). The accused may plead responsible, not responsible, or no plea.
4. Presentation of the case against the accused, which may include testimony of witnesses and supporting information on the violation. The accused may ask questions of the witnesses.

5. The accused may present a response which may include testimony of witnesses and supporting information.
6. All witnesses will be called separately and may not hear each other's testimony.
7. Examination and questioning by the hearing committee may follow any witness statement or information presented.
8. The decision is reached by the Associate Vice President for Student Affairs and Dean of Students or their designee (administrative hearing), or members of the Student Affairs Disciplinary Committee (student conduct committee hearing) as to whether the accused is "responsible" or "not responsible" for violating the Student Code of Conduct.
9. If possible, the accused is usually informed in writing of the outcome (responsible or not responsible) of the hearing and sanctions within three (3) business days after the hearing. In the event a decision cannot be made within three (3) business days, the accused will be informed by the Associate Vice President for Student Affairs and Dean of Students or their designee.

Student Conduct Terms and Definition

The following sanctions may be imposed upon any student, student group, or student organization found to have violated the Student Code of Conduct: **COMMUNITY SERVICE**. A sanction imposed upon a student as a result of a violation of the Student Code of Conduct. Service is provided by the student to a specific on-campus or off-campus area or department of the University for a specific amount of hours as imposed by the Associate Vice President for Student Affairs and Dean of Students or designee. Monetary compensation is not provided. *NOTE: Community Service hours completed to satisfy a student conduct sanction will not count toward the community service hours required for graduation.*

Counseling Consultation

Referral for consultation for alcohol/drug counseling, general mental health assistance, anger management, or other counseling issues deemed necessary by the Associate Vice President for Student Affairs and Dean of Students or their designee with the Latasha Norman Center for Counseling and Disability Services or outside agency/organization. Students must follow through with consultation and provide official documentation on letterhead for the agency/organization verifying completion of requirements.

Education Assignment

Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Associate Vice President for Student Affairs and Dean of Students or designee.

Exonerate

- To clear the accused of any and all blame, with all charges being dismissed or dropped.

Fine

- A monetary payment imposed as punishment for an offense. Payment must be made to the University for Violations of the Student Codes of Conduct.

Judicial Hold

- When a student fails to respond to a charge notification, attend a scheduled judicial hearing, or complete assigned sanctions, a judicial hold will be placed on the student's account. The hold will not be removed until all judicial requirements have been satisfied. A judicial hold restricts students from conducting University related business, including but not limited to completing course registration, adding/dropping classes, and receiving financial aid refund checks.

Probation

- A specified amount of time, involving restrictions, after which University authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of the Student Code of Conduct and/or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the University.

Loss of Privileges

- A student who receives a sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus housing and restrictions from affiliation and/or representing the University. The written notification shall include the time period for which the student has lost certain privileges.

No Further Contact

- No further communication (verbal, physical, or electronic) with a specific person for a specified period of time or throughout their matriculation at the university.
REPRIMAND. The University has documented that such actions are inappropriate and do not reflect the community standards and 29 values. Reprimand of a student for actions violating the Student Code of Conduct.

Restitution

- Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and/or suspension. NOTE: Restitution is due in full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by the Associate Vice President for Student Affairs and Dean of Students or designee.

Suspension

- Dismissal from the University for a specific period of time following severe acts of violation of the Student Codes of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the University are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Associate Vice President for Student Affairs and Dean of Students or designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Jackson State University will be threatened and he/she will be subject to arrest. During the period of suspension, the

student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the university is terminated, and he or she is, in fact persona non-gratis.

Following a fully served suspension period, a student who wishes to re-enter the University must make a written request to be readmitted to the University. The student must present a typed letter to the Associate Vice President for Student Affairs and Dean of Students or designee no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the University.) The Associate Vice President for Student Affairs and Dean of Students or designee will review the file of the student and determine the student's eligibility to return to the University following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Associate Vice President for Student Affairs and Dean of Students or designee discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension; Expulsion. They are defined below:

A. Suspension. Suspension period begins with an existing semester and continues through that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

All students and student organizations returning to "active" status at Jackson State University following a disciplinary suspension will be placed on mandatory "Probationary Status" for one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the Associate Vice President for Student Affairs and Dean of Students or designee.

B. Interim Suspension. Suspension that is immediately put into effect when violations are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found responsible for the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

C. Indefinite Suspension. Dismissal or Suspension from the University to be served for a period of not less than (1) one year.

D. Expulsion. Permanent dismissal from the University. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the university. When a student is expelled from the University, the student's relationship with the University is permanently severed, and the student is persona non-gratis.

Note: Failure to complete an assigned sanction within the allotted time frame will result in the student receiving a judicial hold on his/her student account and/or suspension from the University.

Appeals Process

A student, student group, or student organization may submit an appeal to the Associate Vice President for Student Affairs and Dean of Students or Appeals Committee once the decision of the administrative or conduct committee hearing is reached. A decision may be appealed for one or more of the following reasons: 30

(1) Substantial violation of the hearing procedure. If the appeal is based on substantial violation of the hearing procedure, the following should be noted: Citation of specific procedural errors, reason(s) why procedural error was not mentioned in the original hearing, and reason(s) why correction of error can contribute to a decision other than the one originally made; and

(2) New evidence, witnesses or facts. If the appeal is based on new facts, the following must be included: A description of new evidence, name(s) of person(s) who can present this evidence (if any), or reasons why the evidence was not discussed at the original hearing, and reason(s) why the evidence can contribute to a decision other than that which was originally made.

Note: An appeal may not be submitted to the Associate Vice President for Student Affairs and Dean of Students or Appeals Committee simply due to a student disagreeing with the assigned sanctions associated with being found responsible for a student conduct violation.

Filing an Appeal

All appeals must be submitted in writing (typed) to the Associate Vice President for Student Affairs and Dean of Students or Appeals Committee within 1 business day after the student, student group, or student organization has received notification of a decision rendered in their particular case. The appeal request must state the specific grounds on which the student,

student group, or student organization should be granted an appeal as described in the previous section. The appeal request must also be clear and specific, as the Associate Vice President for Student Affairs and Dean of Students or Appeals Committee may decide whether to grant an appeal based solely on the written request of the student.

After the letter of appeal has been received, the Associate Vice President for Student Affairs and Dean of Students or Appeals Committee will determine whether there are grounds to grant an appeal and notify the student, student group, or student organization of the decision within five (5) business days after receipt of the student, student group, or student organization request. If a conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present.

The sanction of suspension imposed by the Associate Vice President for Student Affairs and Dean of Students or designee does not become effective until all available appeals have been exhausted by the student, student group, or student organization within the time periods designated for appeals. An exception occurs when, in the determination of the Associate Vice President for Student Affairs and Dean of Students, or Appeals Committee, the student, student group, or student organization continued presence on campus constitutes a clear and present danger to the students and/or others in the University community. In such instances, the student, student group, or student organization will be asked to leave the campus; however, the student, student group, or student organization rights to request an appeal within the designated time periods shall not be compromised.

The decision of the Associate Vice President for Student Affairs and Dean of Students, or Appeals Committee, to grant an appeal, is final, except in those cases involving expulsion from the University. In cases involving expulsion, the student may appeal the sanction to the President of the University, in writing, with a copy to the Associate Vice President for Student Affairs within twenty-four (24) hours of receipt of the decision of the Associate Vice President for Student Affairs. Appeal requests of this nature must also be typewritten. The President is not obligated to confer with the student, and may choose to review only the written information in making a decision.

If a student chooses not to request an appeal within the specified time period, the decision of the Associate Vice President for Student Affairs and Dean of Students or designee is final. It is, therefore, imperative that the student abides by the stipulations of his/her sanction.

Rights of Victims

In a judicial hearing, both the accused student and the victim have rights.

The rights of the victim are listed below: Right to choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the Student

or Collegiate Code of Conduct, resulting in an administrative or student conduct committee hearing

Right to have a person(s) of their choice accompany them throughout the judicial process.

Right to submit a victim impact statement to the Associate Vice President for Student Affairs and Dean of Students or designee prior to a sanction being imposed. 31

Right to have past unrelated behavior excluded from the hearing. Right to be informed of the results of disciplinary hearing, in compliance with the Campus Security and Student Right to Know Act with the permission of the Associate Vice President for Student Affairs and Dean of Students or designee.

Right to have adjustments made in residence hall living arrangements if necessary. Jackson State University has an obligation to protect members of the University community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the University reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

Official Withdrawal from the University

Should an accused student be academically dismissed or leave the University voluntarily, before pending disciplinary charges have been resolved, the Associate Vice President for Student Affairs and Dean of Students or their designee may precede at his/her discretion with the judicial process (case) in the absence of the student as outlined in the Code. An accused student, who withdraws from the University with a case pending, will not be readmitted to the University, until such time as his or her case has been judicially processed and resolved. The Associate Vice President for Student Affairs and Dean of Students or designee will place a disciplinary hold on the student's record, which will prevent reinstatement (selection of classes and registration) of that student until the case has been adjudicated.

Disciplinary Files and Records

The Associate Vice President for Student Affairs and Dean of Students or their designee shall maintain judicial record and a disciplinary tracking system, which shall include, but not be limited to, the accused student's name and related information, description of the incident, parties involved, Code violations, sanctions, and other data deemed relevant by the Associate Vice President for Student Affairs and Dean of Students or their designee. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act. Disciplinary records shall be made available to judicial bodies and University

officials designated in the Code, as necessary. Students may arrange to review their own disciplinary records by contacting the Dean of Students Office.

Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of nondependent students who are under age 21 of alcohol and/or drug policy violations. When a student is not a dependent, the University will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

In contrast, Judicial Services will not notify or inform parents/guardians of other Student Code of Conduct violations or associated sanctions, without written consent from the student.

Special Notation to Student

Each violation of the Jackson State University Student or Collegiate Codes of Conduct is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the Associate Vice President for Student Affairs and Dean of Students or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

Fire Prevention

Every University employee should be fire conscious at all times. An employee should investigate any suspicion of a fire, pull the fire alarm to alert all occupants of the immediate area and/or building at once, and contact Campus Police immediately. For more information, please refer to the University's Fire Protection Manual. Employees are to keep places clean and tidy, using the containers provided for scrap and refuse. Highly flammable materials should be placed in metal containers only. Entrances, aisles, stairways, fire extinguishers, valves and electrical control boxes or rooms should be kept clear of any obstructions.

Report of Injury

Any injury while on the job, no matter how minor, should be reported promptly to the employee's immediate supervisor or the department head. Aside from the desirability of reporting an injury so that it may be properly treated, it is important that the Department of Human Resources be furnished immediately with a Report of Injury Form with complete information regarding the employee's injury. Employees are required to report all injuries to the Department of Human Resources as soon as is reasonably practicable. Although it is the

employee's responsibility to complete a Report of Injury Form, the Department of Human Resources will coordinate with the employee so that required forms are completed as soon as possible.

Housing Report

Types of Housing Available

Jackson State University offers the following housing types for

Traditional Residence Halls- double rooms and single rooms pending availability

Suite style halls 2-4 students in a single or double

Apartment Style- single or double room apartments designed for 2 to 5 students with living room, kitchen, bathrooms and laundry area.

Housing Assignments and Requests by Students for Assignment Changes

All new students must pay a \$100.00 non-refundable housing application fee and fill out the housing application. All returning students fill out the housing application. Students can note hall and roommate preferences, but they are not guaranteed. There are restrictions for room changes such as first year students cannot go to an upper class space, male/female changes. Special consideration is also given to students who need accommodations. After a student has received a room assignment, he/she is able to sign their contract which outlines all the terms and conditions for living in university housing. Students typically cannot change rooms until room consolidation.

Emergency Situations

Students are usually encouraged to solve roommate conflicts via mediation. However, when a student is unable to resolve the conflict or there is an emergency, Residence Life staff may move a student to another space. This is on a case by case basis.

On-Campus Residents and Visitors

On campus residents are allowed to have visitors of both the same and opposite sex. A guest is a person visiting a resident (or host) of a residence hall at the resident's invitation. Delivery persons are not considered guests.

Guests and Hosts must remember the following:

1. The host must ensure that their guests are aware of university policies and abide by them. Both guests and hosts are held responsible for the actions of the guest.
2. Hosts can have guests in their rooms during appropriate visitation hours and pending their roommate's permission.
3. Room keys or access cards are provided for guests. Residents are not allowed to share their keys/IDs with anyone.
4. Students are allowed to have overnight guests of the same gender.

Measures to Secure Entrances to Student Housing Facilities

All exterior entrances are monitored by our card reader system (Best System). The doors to the residence halls are locked 24/7. Building residents have access to their building only and must swipe their activated University ID to gain access to the building. If a student does not have his/her ID, he/she must go to the ID Center and get a new ID card to be programmed for his/her designated residence hall. Policy exceptions are below:

- Student Move-in/Move-out process to aid in the move in or move out of students
- Doors may be temporarily unlocked if work is being done to repair a door

System Monitoring

ID Center monitors the system during business hours. If there is an emergency after hours, public safety is called.

Standard Security Features Used to Secure Doors and Windows in Student Rooms

Doors

All doors on our main campus are on the best system. For halls that have physical keys, students are given a key that they are not able to duplicate. If a student reports a key is lost or stolen, a lock change is placed in iServices immediately and University Facility Changes the lock. For halls that use an access card, students use their ID to gain entry into their room along with a pass code. In the event that a student loses his/her ID and reports it to Housing staff, their ID is deactivated immediately and they are able to get a temporary access card.

Windows

All bedroom windows are lockable. At the beginning and ending of the semester, staff checks to ensure windows are closed and locked.

Description of Security Training Provided to Employees

Security Personnel

There are security personnel at the exterior entrance of University Pointe, Tiger Pointe, and Tiger Plaza. Training is provided by the Public Safety Department. There is a worker sitting at each staff desk. Desks are staffed with full time receptionists and student workers who are community assistants or who are work study desk staff. Full time receptionists were trained on crises response and management. They were also trained on calling up for assistance in the event of a crisis. Community Assistants were trained also received on the job training in the same areas.

Residence Life professional staff with building access:

- Interim Executive Director (1)
- Associate Director (2)
- Paraprofessional Staff (48 CAs)

Training for Residence Life Staff

Professional staff gets a variety of security training including on-duty protocol training (annually), risk management training, sexual assault response training, and crises responses

training. Fire safety training has also been added to the schedule this year's training. Staff also participated in active shooter training. Paraprofessional staff receive training now twice a year on duty protocol, crises response, safety and security, and emergency response.

Type and Frequency of programs designed to inform student housing residents about housing security and enforcement policies

The Department of Housing and Residence Life has hall meetings with students (2 in the fall and 2 in the spring) about safety and security. More are also conducted as needed. CAs also host programs geared toward safety.

During student orientation, information about safety policies is reviewed (keeping room doors locks, reporting lost/stolen cards/keys, etc.) is reviewed with students and parents.

Other information about safety and security is in the residence hall handbook

http://www.jsums.edu/housing/files/2011/04/Microsoft-Word-Residence-Student-Handbook_Revised_April_7.pdf

Policy and any special security procedures for housing students during low-occupancy periods such as holidays and vacation periods

The University has 2 official closedown periods during the academic year, winter break and spring closing. During winter break, all students are required to vacate the residence halls. Residents are provided instructions on what to do before leaving for the break (leaving micro-fridge on, closing/locking windows, securing belongings, and locking room).

Policy on housing overnight guests and others not assigned to the student housing or not regularly associated with the institution of Higher Education

All guests must be approved prior to their arrival and registered with the community Director. All guests must be 18 years old; guests are allowed to stay one night during the week and two nights on the weekend. All guests must be the same sex of their host. The complete policy is found in the Resident Student Handbook:

http://www.jsums.edu/housing/files/2011/04/Microsoft-Word-Residence-Student-Handbook_Revised_April_7.pdf

Number of undergraduate and graduate students living in student housing

Housing Capacity= Total available beds on campus

Housing Occupancy = Actual number of students living on campus.

Occupancy can fluctuate during the semester. Each day the Hall Directors and Complex Director submit occupancy of each residential area.

Community	Housing Capacity	Student Type
Campbell College North	206	Upperclass; Male
Campbell College South	222	Upperclass; Female
Dixon	302	First Year; Male
Alexander West	268	First Year; Male
Tiger Plaza	252	Upperclass; Male
Transitional Hall	448	First Year; Female
Tiger Pointe	130	Upperclass; Female
McAllister/Whiteside	490	First Year; Female
University Pointe	529	Upperclass; Co-ed
	2847	

*Alexander East is offline for the 2015-2016 academic year.

Fire Safety Report

Policies on Portable Electrical Appliances, Smoking, and Open Flames

Electrical Appliances

It is preferred that home appliances (toasters, hot plates, fans, etc.) not be used in University buildings. If they are used, each unit must be tested and approved by UL; plugged directly into a wall outlet or surge protector with a circuit breaker, in good working condition with no sign of damage; and placed where it will not cause a trip or electrical hazard. When portable heaters are necessary the manufacturer's guide to safe use must be followed and they must have the extra safety features (Automatic shut off if tipped over, temperature control with automatic shut off if temperature exceeds a predetermined degree as specified by the manufacturer).

Smoking and Open Flames

Safety precautions and prohibitions are necessary ensure a safe environment for employees, visitors, and for the occupants that live and work in the residential facilities. The Safety and Environmental Health Division and the State Fire Marshal's Office prohibit the following items or practices on state property:

- a. Trees or any other vegetation that is no longer living (i.e. cut Christmas trees, palm fronds). Exceptions would be flowers maintained by florist recommendations.

- b. Candles or open burning (unless approved by EH&S or State Fire Marshal's Office).
- c. Storage of **Class I** liquids in basements (see ICC regulation; 5704.3.5.1).
- d. Use of extension cords (see electric safety section for authorized use and specifications).
- e. Smoking in areas that restrict any open flames or smoking due to hazardous chemicals or materials use, storage, handling, or dispensing.
- f. Obstructing, tampering with, or misusing fire detection and suppression systems and their devices.
- g. Storage in corridor and stairways, within 18 inches of fire sprinkler heads or within 24 inches of smoke or heat detectors, in mechanical rooms, electrical rooms, and exits. Only temporary authorization can be approved by SEH or the State Fire Marshal's Office.
- h. Bicycles in public buildings are prohibited. Exceptions must be authorized by the facility manager with a copy of the approval sent to EH&S as long as it does not violate IFC or NFPA regulations.
- i. Vehicles or other gas powered equipment shall only be stored inside buildings upon authorization of SEH for special events.
- j. Battery charging for electric vehicles and equipment shall only be completed inside buildings upon authorization from SEH. Batteries should be completely sealed and must not emit gases while recharging.
- k. Modification of any University building or portion of any building without prior authorization from FCM or Facilities Planning and Construction.
- l. Storage of combustible items near heat sources.
- m. Fireworks or pyrotechnics without the official approval of SEH and Department of Public Safety.
- n. Unauthorized use of halogen lamps or other lamps/bulbs that generate extreme heat.

Evacuation

Each facility on the main campus of Jackson State University, as well as its satellite campuses and facilities, **must** have an emergency evacuation plan and procedures. All evacuation plans and

procedures should be developed in coordination with the SEH Division and the Department of Public Safety. This includes the JSU Police Department and the JSU Emergency Manager.

Evacuation plans will ultimately be implemented through a collaborative effort between SEH, Department of Public Safety, University administration and the building occupants. Some key items that must be in the evacuation plan are as follows:

- a. Clearly identify responsibilities of occupants to assist in evacuation procedures (i.e. fire alarm system activation, 911 notification, advising on-scene responders, etc.).
- b. General safety precautions (i.e. closing doors, use of life safety and protection equipment).
- c. Evacuation procedures (as outlined in the *JSU Emergency Action & Response Plan*).
- d. Clearly identify safe areas to re-assemble (areas of refuge).
- e. Establish accountability procedures and responsibility.
- f. Address issues related to evacuation of physically challenged.

Other issues to consider when developing an emergency evacuation plan are as follows:

- a. Building/structure specifications (i.e. construction type, height, floor plans, etc.).
- b. Type of fire protection systems.
- c. Number of exits (including exit types and travel distances between exits).
- d. Occupant load
- e. Alert and notification of occupants
- f. Alternate areas of refuge and accountability procedures

Guidance from the *JSU Emergency Action & Response Plan* states that University procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated. Depending upon the facility and type of disability, people may have the following evacuation options:

- a. Exit immediately, leaving the building through the nearest exit door. Accessible means of egress are identified with the 'Exit' signs.
- b. Horizontal evacuation is exiting from one building into a connected, adjacent building on the same level. Horizontal evacuation routes that are wheelchair accessible are identified with 'Exit' signs.

- c. Vertical evacuation is where many of the evacuation routes require the use of stairwells (fire escapes). The Department of Facilities & Construction Management has a list of the facilities whose stairwells have landings large enough for the use of the University's evacuation chairs. Personnel in various buildings throughout the campus in those facilities have been trained in their use.
- d. Safe wait areas are areas where evacuating independently is not possible and there is no Area of Rescue Assistance readily available. People with disabilities can await assistance in pre-identified Safe Wait Areas. These areas are identified via signage and first responders know to look in these areas for anyone awaiting assistance. Volunteer rescue assistants will also be familiar with these areas, and will alert Public Safety of the likelihood of an individual waiting there.
- e. Shelter-in-Place is where evacuation is not an option or is not immediately available. A person with a disability can stay in place (e.g., office, classroom) to await evacuation. It is the responsibility of every member of the University community to immediately communicate to the Department of Public Safety and/or emergency personnel the location of individuals unable to evacuate.
- f. When waiting for assistance, if forced to stay in place during an emergency, the person with a disability should attempt to contact Public Safety to notify them of his/her location and need for assistance. Dial (601) 979-2580 from any cellular or landline telephone, or extension #2580 from a campus phone, emergency phone, or kiosks to alert Public Safety of your location and need for assistance. Public Safety will then dispatch an officer or other First Responder to the location to assist with the evacuation.
- g. Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel. Furthermore, stairway evacuations of individuals who use wheelchairs may be hazardous to disabled individuals, rescuers, and others attempting to evacuate and should not be attempted by untrained personnel unless there are no other alternatives. Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs.

Fire Safety Education and Training

The Department of Facilities and Construction Management (Safety) along with the Department of Public Safety will be responsible for the evacuation of buildings. The Department of Public Safety will give the evacuation command. Fire drills are held in each building once each semester. During a drill, students, employees and visitors are instructed to gather in their assigned assembly areas. The Department of Public Safety (Campus Police) will then conduct a head count to insure that all building occupants evacuated the affected building(s).

The Office of Support Services, Americans with Disabilities Act (ADA) Coordinator and other designated personnel will be responsible for coordinating with Safety and Campus Police to assist with building occupants with disabilities during drills and evacuations.

A. Fire Emergencies

IN ALL CASES OF FIRE CAMPUS POLICE MUST BE NOTIFIED IMMEDIATELY AT EXTENSION 601-979-2580. CAMPUS POLICE WILL IMMEDIATELY CONTACT THE FIRE DEPARTMENT AND THE ALERT MANAGER.

1. The ALERT MANAGER should be familiar with the location of the fire extinguishers, fire exits and alarm systems in the affected area.
2. For minor (small or controllable) fires, efforts should be made to extinguish the fire and contact the Campus Police.
3. If an emergency exits, activate the building alarm. NOTE: To ensure a thorough notification procedure, contact Campus Police by phone as a back up to the alarm notification.
4. If a large fires, immediately contact Campus Police and start building evacuation procedures. Close all doors to contain the fire. DO NOT LOCK ANY DOORS.
5. Once the fire alarm is sounded, WALK quickly to the nearest exit and instruct others to do so as well.
6. Check for and assist any disabled building occupants. Instruct all occupants to stay near the floor as they evacuate the building to prevent breathing in smoke or toxic fumes.
7. Do not use the elevators during a fire emergency.
8. Instruct all building occupants to assemble in a location at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency crews and vehicles.
9. Assist emergency crews if requested.
10. Building occupants should evacuate to their designated assembly areas. The JSU Department of Public Safety will conduct a head count at that time.

11. DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY THE INCIDENT COMMANDER OR DESIGNEE.

Contact Information for Reporting Fires

Upon receiving a call regarding an actual emergency, the following persons should be contacted in the order listed below:

1. Alert Manager
2. Director of Safety
3. Director of Mechanical Services (if applicable)
4. Director of Construction and Planning (if applicable)
5. Associate Vice President for Facilities and Construction Management.

Student Housing Facility Fire Systems

All residence halls at Jackson State University are protected by multi- component fire protection systems. The following details each facility with a brief description of the fire systems.

- Alexander Hall East
 - Offline
- Alexander Hall West
 - Simplex 4010 fire panel w/ horn strobes
 - Simplex Smoke detectors
 - Fire extinguishers (25)
 - Sprinkler systems
- Campbell College Suites North
 - Simplex 4100 U fire panel w/ horn strobes
 - Simplex smoke detectors
 - Fire extinguishers (30)
 - Fire hose cabinets and stand pipe
 - Fire pump (runs both north and south buildings)
- Campbell College Suites South
 - Simplex 4100 U fire panel w/ horn strobes
 - Simplex smoke detectors
 - Fire extinguishers (30)
 - Fire hose cabinets and stand pipe
- Dixon Hall
 - Simplex 4100 U fire panel w/ Horn strobes
 - Simplex smoke detectors
 - Fire extinguishers (35)
 - Fire pump
 - Sprinkler system
- McAllister Whiteside Hall
 - Simplex 4100 U fire panel w/ horn strobes
 - Smoke detectors

- Fire extinguishers (30)
- Fire pump
- Sprinkler system
- FDC and stand pipes in stairwells
- Transitions
 - Simplex 4100 U fire panel w/ horn strobes
 - Smoke detectors
 - Fire extinguishers (30)
 - Fire pump
 - Sprinkler system
- University Pointe
 - EST/GE fire panels with horn strobes in all breezeways (10)
 - Smoke detectors (stand alone)
 - Fire extinguishers (120)
- Tiger Plaza
 - Silent Night fire panel with horns
 - Smoke detectors (stand alone in each room)
 - Sprinkler system (on city water pressure)
- Tiger Pointe
 - EST fire panel w/ horn strobes
 - Smoke detectors (in each room and in hallways)
 - Fire extinguishers (12)

Fire Log

The Fire Log is required by the Clery Act and is utilized to log reported Fire incidents. The Fire Log is maintained at the Department of Public Safety Headquarters. The information documented in the crime log includes the case number, nature of the fire, the date and time it was reported, when it occurred, the general location of occurrence and whether the fire occurred on campus in student housing facilities. The Fire Log also includes other fires for the institution internal record keeping. It disclosed reported fires over a 60-day period and is open for public inspection during normal business hours. Any request made for information beyond the 60-day period will be made available within two business days of the request. The Fire Log entry and any updates shall be made within two business days of the receipt of the information.

Date Reported	Case Number	Nature of Fire	Date and Time of Fire	Location
10/10/2012		Undetermined	10/10/2012 1420	Student Center 3rd Floor
10/29/2012		Undetermined	10/10/12 0820	Dixon Hall, 5th Floor
4/27/2013	13-0363	Electrical	04/27/13 1330	McAllister-Whiteside Dorm, 1st Floor
11/19/2014	14-1204	Electrical	11/19/2014	4th floor; Tiger Plaza

2012 Reported Fires in Residential Buildings

Facility Name/Address	Total Fires	Fire Number	Cause of Fire	No. of Fire-Related Injuries	No. of Fire-Related Deaths	Value of Property Damage
Stewart Hall	0	0	N/A	0	0	\$0 - \$99
Alexander Hall East	0	0	N/A	0	0	\$0 - \$99
Alexander Hall West	0	0	N/A	0	0	\$0 - \$99
John W. Dixon Hall	1	1	Undetermined	0	0	\$0 - \$99
McAllister-Whiteside	0	0	N/A	0	0	\$0 - \$99
Transitional Residence Hall	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites North	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites South	0	0	N/A	0	0	\$0 - \$99
Tiger Plaza	0	0	N/A	0	0	\$0 - \$99
University Pointe	0	0	N/A	0	0	\$0 - \$99

2013 Reported Fires in Residential Buildings

Facility Name/Address	Total Fires	Fire Number	Cause of Fire	No. of Fire-Related Injuries	No. of Fire-Related Deaths	Value of Property Damage
Stewart Hall	0	0	N/A	0	0	\$0 - \$99
Alexander Hall East	0	0	N/A	0	0	\$0 - \$99
Alexander Hall West	0	0	N/A	0	0	\$0 - \$99
John W. Dixon Hall	0	0	N/A	0	0	\$0 - \$99
McAllister-Whiteside	1	1	N/A	0	0	\$100 - \$999
Transitional Residence Hall	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites North	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites South	0	0	N/A	0	0	\$0 - \$99
Tiger Plaza	0	0	N/A	0	0	\$0 - \$99
University Pointe	0	0	N/A	0	0	\$0 - \$99

2014 Reported Fires in Residential Buildings

Facility Name/Address	Total Fires	Fire Number	Cause of Fire	No. of Fire-Related Injuries	No. of Fire-Related Deaths	Value of Property Damage
Stewart Hall	0	0	N/A	0	0	\$0 - \$99
Alexander Hall East	0	0	N/A	0	0	\$0 - \$99
Alexander Hall West	0	0	N/A	0	0	\$0 - \$99
John W. Dixon Hall	0	0	N/A	0	0	\$0 - \$99
McAllister-Whiteside	0	0	N/A	0	0	\$0 - \$99
Transitional Residence Hall	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites North	0	0	N/A	0	0	\$0 - \$99
Campbell College Suites South	0	0	N/A	0	0	\$0 - \$99
Tiger Plaza	1	1	Electrical	0	0	\$100 - \$999
University Pointe	0	0	N/A	0	0	\$0 - \$99



Important Telephone Numbers & Email Addresses

Jackson State University, along with the Department of Public Safety (DPS), encourages prompt and accurate reporting of all crimes, suspected crimes, suspicious persons and/or activities, and other emergencies. When crimes or emergencies occur, contact the DPS or any of the other University resources listed.

Associate Vice President

Lindsey Horton
(601)979-1366 Main
lindsey.horton@jsums.edu

University Health Center

(601)979-2260
www.jsums.edu/studentlife/universityhealth-center

Emergency Manager

Willie Gray Jr.
(601)979-0841
willie.gray@jsums.edu

Deputy Chief of Patrol Operations

James Lyons
(601)979-0383
james.lyons@jsums.edu

Director of Public Safety

Thomas Albright
(601)979-1361
Thomas.e.albright@jsums.edu

Division of Student Life

(601)979-2241
www.jsums.edu/studentlife

Risk Management

Gean Tucker-Johnson
(601)979-1860
gean.e.tucker@jsums.edu

Captain of Administration

Angela K. Butler
(601)979-1360
angela.k.butler@jsums.edu

Associate Director of Public Safety

Dee McClendon
(601)979-5895
dee.mcclendon@jsums.edu

Captain of Patrol Operations

Dwayne Thomas
(601) 979-5894
dwayne.thomas@jsums.edu

System Information Specialist

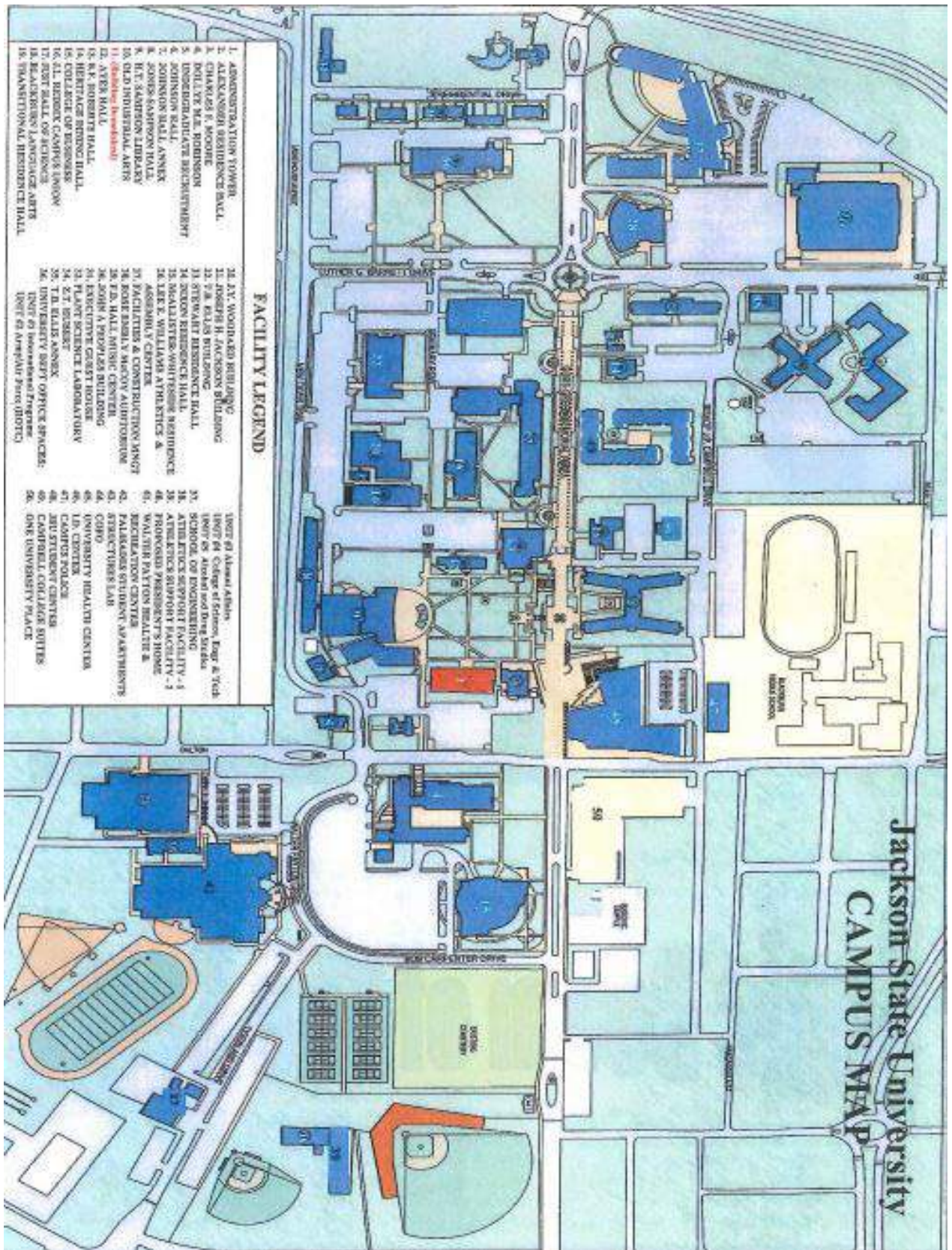
Darlean Childs-Good
(601)979-2407
darlean.childs-good@jsums.edu

Deputy Chief of Administration

Calvin J. Matthews
(601)-979-1829
calvin.j.matthews@jsums.edu

Hazardous Materials Officer

Lashinda Washington
(601)979-4315
lashinda.y.washington@jsums.edu





Sonic Boom of The South