



**CRIME AWARENESS**

**AND**

**CAMPUS SECURITY**

**CLERY REPORT**

**2008**



August 1, 2009

Dear Meharry Medical College Employees, Students and Visitors:

The Meharry Medical College (MMC) Department of Campus Safety and Security (DCSS), in collaboration with several college departments and allied government agencies, have developed a very proactive and comprehensive crime prevention initiative. The report that follows highlights components of the college's crime prevention strategies and also reports on crime statistics as required by federal legislation known as the Clery Act.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the DCSS is responsible for compiling and reporting specified crime statistics and certain referral information to the United States Department of Education and the Tennessee Bureau of Investigation (TBI), as well as for publishing policies pertaining to proactive programming aimed at preventing sexual assault on campus.

The MMC 2008-2009 Annual Security Report was written with data collected by the DCSS, reviewed by the MMC Office of Legal Affairs/Compliance Officer and approved by the Associate Vice President for Administration. The report is made available to the campus community by providing important information that can assist in fostering a safe campus. Also presented in the report are the following MMC documents:

- Policy on Substance Abuse for Faculty, Staff, and Students;
- Policies and Procedures on Sexual Harassment;
- Policies and Procedures on Racial, ethnic, or religious Harassment/Discrimination;
- Policy on Sexual Assault

Please review the entire report. Vital components in the fight against crime are awareness about environmental factors that may lend support to a crime's occurrence, and education about the types of crimes typically reported to the MMC DCSS. With this knowledge everyone can help to strengthen campus safety.

Sincerely,

Richard Briggance, Chief of Security  
Campus Safety and Security

# **Meharry Medical College Annual Campus Security Report**

## **2008-2009**

This report is written annually to comply with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the "Student Right to Know and Campus Security Act".

Safety on the college campus is a natural source of concern for parents, students and university employees. Education, research and patient care – the business of Meharry Medical College (MMC) – can take place only in an environment in which students and employees feel safe and secure. MMC recognizes this and employs a number of security measures to protect its community.

Although the campus has a small-town feel and neighborly attitude, and is perceived to have a relatively low crime rate, crime prevention remains a high priority. MMC does its part to ensure the safety of its students, patients, visitors and employees. A professionally trained and supervised security force, the faculty, staff and students all share in the responsibility of making the MMC campus a safe place to study, work and live.

### **MISSION STATEMENT**

Meharry Medical College exists to improve the health and health care of minority and underserved communities by offering excellent education and training programs in the health sciences; placing special emphasis on providing opportunities to people of color and individuals from disadvantaged backgrounds, regardless of race or ethnicity; delivering high quality health services; and conducting research that fosters the elimination of health disparities.

### **VISION STATEMENT**

To achieve national recognition as a community-focused, quality-driven academic health center noted for its:

- Uniquely nurturing, highly effective educational programs
- Preeminence in health disparities research
- Culturally sensitive, evidence-based health services
- Significant contribution to the diversity of the nation's health professions workforce

**A. PROCEDURES AND RESPONSIBILITY FOR PREPARING THE ANNUAL REPORT TO COMPLY WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT.**

The Director of Public Safety and Security in cooperation with the Associate Vice President for Administration and the Legal Affairs Office/Compliance Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report's full text is available on the MMC Web site at:

<http://www.mmc.edu/security/public-safety.html>

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, residential managers, college legal counsel, deans of each school and the discipline committee. Annually, the Associate Vice President for Administration sends a letter to all non-security/police "Campus Security Authorities" informing them of their responsibility to report crimes to the Department of Campus Safety and Security (DCSS) and/or the local police and asking for information on any crimes not reported. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the DCSS and designated campus officials including but not limited to directors, deans, department heads, legal affairs officers, advisors to students or student organizations and local law enforcement agencies. This report is reviewed and edited by the Associate Vice President for Administration (1005 Dr. D.B. Todd Jr. Blvd., Nashville, TN 37208-3599, phone 615-327-6294). The Director of Campus Safety and Security reviews all crimes reported by non-security/police campus security authorities to minimize double counting of incidents.

Meharry Medical College will submit the Annual Campus Security Report to the U.S. Secretary of Education using a web-based instrument designed to collect campus crime data. The Annual Campus Security Report will be submitted during the August 18 to October 13, 2008 collection period. Crime data from all colleges and universities will be submitted to the general public at <http://ope.ed.gov/security>.

Students, faculty and staff members receive an e-mail notification that the full 2008 Annual Report can be accessed on the MMC Web site ([www.mmc.edu](http://www.mmc.edu)) or obtained from the DCSS Office. Additionally, a copy is available for reviewing at all Security Posts on campus (the lobby of West Basic Science Building, the Stanley S. Kresge Learning Center and the Dental School. This report will be available on the College Web site ([www.mmc.edu](http://www.mmc.edu)) for up to seven years.

Further questions about this report may be directed to the Director of Campus Safety and Security or the Associate Vice President for Administration.

## **B. POLICY ON REPORTING CRIME: YOUR ROLE IN SAFETY ON CAMPUS**

You can help keep the Meharry Medical College (MMC) campus a safe place for everyone by promptly reporting crimes or suspicious circumstances. If you witness a crime, it is your responsibility to report the crime to the DCSS. All Meharry students and employees are required to report incidents of theft, misuse, or abuse of MMC property promptly to the DCSS.

The DCSS Office is located at the corner of 21<sup>st</sup> Avenue North and Albion Street, where a dispatcher is available/on-duty 24-hours a day and can be reached at 615-327-6254. You may also report crimes/criminal offenses to security officers in patrol vehicles, on foot or by calling 615-327-6254. Additionally, you may report crimes/criminal offenses to "Campus Security Authorities" (Deans, Associate Deans, Assistant Deans, Director of Student Services, Manager of Student Housing Facilities, Director of Campus Safety and Security). It is Meharry Medical College's policy to investigate every report and if technical expertise or additional investigative help is needed, the Metropolitan Nashville Police (MPD) or the Tennessee Bureau of Investigations (TBI) may be called to assist.

If a crime occurs off-campus, the Metropolitan Nashville Police Department is likely to be the primary investigative agency with MMC investigators providing support, if requested. MMC Security Officers do not provide security service to off-campus property, including recognized fraternity and sorority organizations, nor are activities off-campus recognized by MMC authority. From an off-campus phone you may reach the Metropolitan Nashville Police Department (MPD) in an emergency by dialing 911. From on-campus phones and for off-campus non-emergencies you may reach the MPD by dialing 615-862-8600.

Persons who are victimized while on the premises of the Herman Street Apartments (located at 1601 Herman Street) or the Meharry Medical Arts Center (located at 1919 Charlotte Avenue) should report the incident to the Metropolitan Police Department and to the DCSS, so accurate accounting of crime(s) may be compiled.

If you are the victim of a crime and do not want to pursue action within the college system or criminal justice system, you may still want to consider filing a confidential report. A suggested approach for confidentiality would be to make contact with your clergy, or the campus Chaplain/Director of Counseling Services at 327-6915, or one of the Campus Security Authorities (Deans, Associate Deans, Assistant Deans, VP-Administration, Director of Student Services, Manager of Student Housing Facilities, Director of Campus Safety or a Security Officer).

### **FOR MORE INFORMATION CALL:**

- Department of Campus Safety and Security - 615-327-6254
- Metropolitan Nashville Police Department - 615-862-8600

## **C. LAW ENFORCEMENT**

MMC Campus Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the MMC Campus. DCSS Officers do not possess arrest powers. MMC security officers have the authority to enforce safety and security related College policies to include the enforcement of parking rules. The DCSS has a combination of armed and unarmed officers providing security at assigned posts and assistance to local police in enforcing laws. All security officers are certified by the State of Tennessee Department of Commerce and Insurance and must be re-certified every two years.

Other agencies with enforcement jurisdiction on campus include the Metropolitan Nashville Police Department, the Tennessee Highway Patrol (THP), the Tennessee Bureau of Investigation, and the Tennessee Alcohol Law Enforcement Agency. The DCSS enjoys a healthy working relationship with local law enforcement agencies as they continue to provide valuable assistance to the College.

For faculty, staff and students living off-campus and off-campus student organizations, the Metropolitan Nashville Police Department (MPD) is the primary provider of law-enforcement services. The DCSS provides on-campus assistance to the Metropolitan Police Department when requested.

All crimes reported to DCSS receive a preliminary investigation by the DCSS. Where a suspect(s) can be identified, DCSS Officers preserve evidence and assist local police investigators in establishing probable cause to prosecute the offender(s) in state or city court. With misdemeanor offenses, the offender(s) may be referred to Student Affairs for disciplinary action and/or referred to the local District Attorney for criminal prosecution. All felonies are investigated initially by the Department of Campus Safety and Security to determine if a crime has been committed and to gather basic facts prior to the request for the MPD to investigate. The police investigator(s) will prepare a presentation to the local District Attorney's Office for prosecution, in cooperation with the College. The local District Attorney decides whether criminal charges will be filed and will conduct the prosecution that follows. The decision to prosecute in a court of law does not exclude the possibility that disciplinary action may be initiated by the MMC.

## **D. POLICIES ON LOCKS AND LIGHTING**

Meharry Safety and Security Officers lock or cause the Kantech Door Locking System (Proximity Card Readers) to lock administrative and academic buildings 24 hours a day or are timed to allow access during normal working hours. All buildings are closed on holidays unless prior arrangements have been made with Campus Safety and Security. Campus buildings will reopen the next work day as scheduled by the Kantech System. The West Basic Sciences Building can be accessed 19 hours each day, with a security post at the front entrance 24-hours a day, 7 days a week. Special arrangements can be made for monitoring by staff and faculty members. Additionally, some multi-use buildings, such as Stanley S. Kresge Learning Resources Center and the Lloyd C. Elam Mental Health Center, may make special arrangements for locking and unlocking.

Residence halls are locked twenty-four hours a day, 7 days a week. Resident students access their buildings using their Proximity/Identification Card and may enter at will. All residence hall visitors and guests must be escorted at all times. Please remember: security is breached if doors to residence halls are propped open.

DCSS Officers periodically check exterior doors to campus buildings as well as routinely patrol inside academic buildings. Generally, students, faculty and staff members should not remain in academic or administrative buildings during “closed” hours, unless prior arrangements have been made with the DCSS.

MMC’s Department of Campus Operations is responsible for providing maintenance updates to the campus. Campus Operations personnel identify and trim trees and shrubbery that may interfere with lighting. In planting and maintaining shrubbery around buildings and near thoroughfares, ground crews try to preserve lines-of-sight for pedestrians and vehicular traffic. All Meharrrians are asked to report inoperable lights or hazardous conditions to the DCSS or to the Campus Operations Department.

#### **E. POLICY ON NOTIFICATION OF PUBLIC DANGER (TIMELY WARNINGS)**

In the event a situation arises, either on or off campus that, in the judgment of the Director of Campus Safety and Security or his/her representative, constitutes an on-going or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty and staff through the DCSS, text messaging system, and e-mail or voicemail system. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the DCSS may also post a notice on the campus-wide electronic bulletin board on the DCSS web site at: <http://www.mmc.edu/security/public-safety.html>, providing the college community with additional notice. In such instances, a copy of the notice is posted in each residence hall front lobby, the Epps Student Center’s front door and at each of the four stationary security posts. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the DCSS (615-327-6254) by phone or in person at the dispatch office.

The DCSS will maintain a log of all situations warranting a timely warning and will maintain copies of the official notices for up to seven years. Timely Warnings will be given whenever one or more of the mandatory reporting incidents occur: Murder, Sex Offense, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Manslaughter or Arson, as well as any significant act of nature emergency.

#### **F. THE DAILY CRIME LOG**

The Daily Crime Log is published to provide the MMC community with information on security-related incidents that occur on campus or on surrounding off-campus property in a timely manner. A Daily Crime Log will be available to the public at four locations on campus: the administrative office of the Department of Campus Safety and Security; the security desk located in the lobby of the Kresge Learning Resources Center; the security desk in the lobby of the Dental School and the security desk located in the lobby of the West Basic Sciences Building. The Daily Crime Log will be updated within two business days of the last reported crime to the DCSS. However, if there is clear and convincing evidence that the release of such

information would jeopardize an ongoing criminal investigation or the safety of an individual(s), cause a suspect to flee or evade detection or result in the destruction of evidence, such information may be delayed until that damage is no longer likely to occur from the release of such information.

## **G. TENNESSEE SEX OFFENDER AND PUBLIC PROTECTION REGISTRY**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 were established in T.C.A. 40-39-201 et. seq. and became effective August 1, 2004. All persons who meet the definition of sexual offender or violent sexual offender and live, work or attend school in Tennessee must register with the appropriate registering agencies as defined by law. In Davidson County, sex offenders are required to register with the Metropolitan Nashville Police Department. Tennessee Code Annotated section 40-39-206 makes some Tennessee Sexual Offender Registry information about sex offenders who committed certain enumerated offenses on or after July 1, 1997, public record, and requires that the Tennessee Bureau of Investigation (TBI) post the information on the TBI's internet home page. Information concerning these offenders can be found on this web site or by calling 1-888-837-4170 from 8 a.m.-4:30 p.m., Monday-Friday, excluding holidays.

The names of sexual offenders who committed sexual offenses before July 1, 1997, are confidential, and subject to release only if the specific sex offender is deemed to pose a threat to the community. It is the policy of the TBI that local law enforcement is best suited to make the determination as to who poses a threat in their community. Therefore, for the names of offenders on the Sexual Offender Registry prior to July 1, 1997, you should contact your local law enforcement agency; in Nashville, you should contact the MPD.

The registry may be viewed locally at the TBI, the MPD or accessed directly on-line at: [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp)

## **H. CRIME, ARREST, AND VIOLATION STATISTICS**

The Department of Campus Safety and Security records statistics of on-campus reported crimes, according to the methods, standards and definitions provided by the Uniform Crime Reporting System of the Federal Bureau of Investigation. Meharry Medical College has filed statistics with this system since 1978. The MMC Student Disciplinary Committee records statistics on disciplinary actions and judicial referrals. The Associate Vice President for Administration conducts an annual survey and maintains statistics of crimes not reported to police, but reported by non-police/campus security authorities.

To the extent that reports can be obtained from local law enforcement agencies, college crime statistics recorded since September 1996 include incidents that occurred at off-campus locations occupied by registered students/organizations or on college-owned property that is not part of the main campus.

## I. DEFINITIONS

For the use of this report

**“Campus”** is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

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

**“Residence”** is defined as an on-campus residence hall and is a subset of “Campus” total.

**“Non-Campus”** is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**“Hate Crimes”** are incidents in which prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of a Group-A crime. Hate Crimes are a subset of the total of all other columns and are those which met the FBI definition of hate crimes.

**Meharry Medical College Crime Statistics in Compliance with the Jeanne Clery Disclosure  
of Campus Security Policy and Campus Crimes Statistics Act**

CATEGORY		LOCATION	2006	2007	2008
<b>CRIMINAL</b>					
<b>HOMICIDE:</b>	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
Murder and Non-Negligent Manslaughter	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
Negligent Manslaughter	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
<b>SEX OFFENSES:</b>					
	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
Forcible	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	1	0
	On public property		0	0	0
Non-Forcible	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property			0	0
<b>HATE CRIMES:</b>					
	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
Simple Assault	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
Larceny/Theft	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
Destruction/ Damage/Vandalism	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
Intimidation	<b>On Campus</b> (including dorms and other residential facilities)		0	0	0
	In dormitories or other residential building		0	0	0
	In or on non-campus building or property		0	0	0
	On public property		0	0	0
<b>BURGLARY</b>					
	<b>On Campus</b> (including dorms and other residential facilities)		25	21	20
	In dormitories or other residential building		0	2	0
	In or on non-campus building or property		0	4	0
	On public property		0	0	0

<b>ROBBERY</b>		2006	2007	2008
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	1
	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	2	4	0
	On public property	0	1	0
<b>AGGRAVATED ASSAULT</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	1
	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	1	0
<b>ARSON</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>MOTOR VEHICLE THEFT</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	1	2	0
	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	1	0	0
	On public property	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
Arrest for:	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>				
	<b>On Campus</b> (including dorms and other residential facilities)			0
	In dormitories or other residential building	0	0	0
Disciplinary Referrals:	In or on non-campus building or property	0	0	0
	On public property	0	0	0
	On public property	0	0	0
<b>DRUG-RELATED VIOLATIONS</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
Arrest for:	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	0	1	0
	On public property	0	0	0
<b>DRUG-RELATED VIOLATIONS</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
	In dormitories or other residential building	0	0	0
Disciplinary Referrals:	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>WEAPONS POSSESSION</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
Arrest for:	In dormitories or other residential building	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>WEAPONS POSSESSION</b>				
	<b>On Campus</b> (including dorms and other residential facilities)	0	0	0
	In dormitories or other residential building	0	0	0
Disciplinary Referrals:	In or on non-campus building or property	0	0	0
	On public property	0	0	0

## **J. SEXUAL ASSAULT POLICY**

### **Purpose**

Meharry Medical College is an academic health center dedicated to the transmission and advancement of knowledge, understanding, scientific research and patient care. It is the obligation of all members of the college community to help maintain an environment wherein academic freedom flourishes and in which the rights of each member of the college community are respected. Acts of sexual assault can jeopardize the health and welfare of members of the college community. In an effort to address such threats to the quality of campus life, Meharry Medical College adopts this policy.

### **Definition**

For the purpose of this policy, “sexual assault” is defined as engaging in vaginal, oral, or anal sexual intercourse with, or inflicting other sexual invasion upon, any person without that person's consent. “Other sexual invasion” is defined as the intentional touching of another person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above, without consent. An action is “without that person's consent”:

- When inflicted upon a person who has not freely and actively given consent.
- When consent is given as a response to force or the threat of force.
- When inflicted upon a person whom one knows (or reasonably should know) to be physically incapacitated by the use (voluntarily or involuntarily) of alcohol and/or other drugs, including “date rape: drugs to the extent that they are unconscious, unaware, or otherwise physically helpless.

The scope of this policy shall be limited to conduct which occurs on college premises or which adversely affects the college community and/or the pursuit of its objectives. Students of the college are responsible to the college for certain acts committed off-campus. This policy may apply to off-campus conduct when the conduct is likely to interfere with the educational process or the orderly operation of the college; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the college community; or when the conduct has an adverse affect of the college's pursuit of its mission. The action of the college with respect to any alleged assault shall be made independently of any off-campus authority. The prospect of criminal charges does not preclude the possibility of college jurisdiction over the case.

### **Guide For Students Who Have Been Sexually Assaulted**

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief, and may be feeling a variety of emotions such as

fear, anger, and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as preventing an assault from happening again. Students are encouraged to seek help from the resource people in this guide. Students who are victims may receive a change in academic or living situations, when requested by the victim and the requested changes are reasonably available. There are trained professionals available at Meharry Medical College who can provide information and support. Students are encouraged to use these resources.

If a student is sexually assaulted he or she should:

**GET TO A SAFE PLACE AS SOON AS POSSIBLE**

**TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** Do not wash, douche, use the toilet, or change clothing, if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic.

**GET MEDICAL ATTENTION** as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action.

**CONTACT** the Department of Campus Safety and Security by calling 615-327-6254 or the Metropolitan Nashville Police at 615-862-8600. A call to the college DCSS does not mean that one has chosen to bring criminal charges. Security Officers are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.

**TALK WITH A COUNSELOR** who can provide emotional support and give information about resources while clarifying confidentiality. For college counseling services, call Counseling and Psychological Services, 615-327-6915 or 615-327-6156.

**CONFIDE IN SOMEONE WHO CAN BE TRUSTED,** a close friend or resident assistant, for support through recovery. If preferred, a member of the college staff who is knowledgeable about recovery resources can be chosen to be a support person.

**PAST ABUSE**

A common response to sexual assault is to withdraw and never tell anyone. Whether the assault occurred recently or years ago, assistance is available. For information, call Counseling Services at 615-327-6915 or 615-327-6156.

## **MALE VICTIMS**

Although women are more often the victims of sexual assault, men can be victims, too. All the recovery services available for women are also available for men.

## **MEDICAL TREATMENT/MEDICAL SERVICES**

It is important to seek medical attention to assess and treat any physical injuries that may have been sustained. Evaluation of sexual assault includes testing and treatment for sexually transmitted diseases, medication to prevent pregnancy, and documentation of evidence of the assault which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first twenty-four hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.

The Student Health Services Center is located adjacent to the Pediatric Clinic on the second floor of the Meharry Clinics. All students enrolled at Meharry Medical College are eligible to use the Student Health Center for their health care needs. Students are seen on a walk-in or appointment basis. The Student Health Center is open Monday-Friday from 8 a.m.-5 p.m.

The Student Health Services Center is staffed full time by a certified nurse practitioner who is supported by board-certified primary care physicians. Clinicians certified in various specialties such as general surgery, orthopedics, ophthalmology, internal medicine, pediatrics and obstetrics/gynecology also are available to assist students with their health care needs. In addition, the Student Health Services Center can provide access to mental health services staffed by board-certified psychiatrists.

A certified nurse practitioner is available for telephone consultation on illnesses, injuries, lab results or other health concerns and questions. The phone information nurse is available Monday-Friday from 8 a.m.-5 p.m. at (615) 327-5757.

Students needing care when the Student Health Center is closed should go to the Emergency Room at Nashville General Hospital at Meharry.

### **Transportation**

The Meharry DCSS or Metropolitan Government Paramedics are available to transport sexual assault victims to the hospital, if necessary. To arrange for transportation, call the DCSS at 615-327-6254 or the Metropolitan Government Paramedics at 911.

## **K. SEXUAL HARASSMENT**

This policy is intended to ensure that Meharry Medical College provides and maintains an environment that is appropriate to its educational mission and free from harassment

and intimidation. This policy also ensures that the College is in compliance with its legal and ethical obligations, that policies exist to respond to allegations of sexual harassment, and that all persons are provided information about this policy. Teaching and learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. Thus, this sexual harassment policy applies to all administrative officers, faculty, staff, residents, students, persons seeking admission to or employment at Meharry Medical College, vendors, consultants, independent contractors and all others acting on the College's behalf.

**Accountability:**

Responsibility for implementing this policy is delegated by the President to the Executive Vice President and the College Compliance Officer.

**Definition:**

Sexual harassment – Sexual harassment is defined as any sexual solicitations, advances, remarks or actions that are demeaning or intimidating. Sexual harassment constitutes any sexual attention that is unwanted, deliberate, and/or repeated advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made explicitly or implicitly the terms or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or (3) such conduct has the purpose of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive environment for working or teaching and learning.

An informal complaint – is one that does not require an investigation and can be resolved between the Compliance Officer and the parties involved.

A formal complaint – is one that requires a written complaint from the complainant and an actual in-depth investigation, including interviews with complainant, alleged harasser, and witnesses.

Sexual harassment is unacceptable behavior and will not be tolerated at Meharry Medical College. When the College has notice of possible sexual harassment it will take immediate and appropriate steps to investigate and take action to resolve the matter in a serious, objective and confidential manner. Where necessary, a range of disciplinary measures may occur up to and including dismissal or expulsion.

**Policy**

Sexual harassment inhibits an individual's academic or work performance, or creates an intimidating, hostile, or demeaning education or working environment. Faculty member(s) or other instructional personnel shall not engage in an amorous relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member, even when both parties appear to have consented to the relationship. Such relationships may easily be perceived as promoting or showing inappropriate favoritism to student(s) based on non-meritorious consideration. Relationships between faculty and students outside the instructional context may also prove problematic,

particularly when the faculty member participates in decisions that may reward or penalize students.

Relationships between residents/students and patients, during treatment or after termination of treatment, may lead to negative consequences: therefore, such relationships are discouraged.

### **Procedures**

Complaints of a violation of this policy shall be brought to the attention of the Compliance Officer, the AVP-Human Resources, a member of the President's Senior Council, or to any other appropriate member of the institutional community, including any academic or administrative officer. The person receiving the complaint shall counsel the complainant as to the options available under this Policy, including referral to the Compliance Officer or other appropriate institutional representative for help in resolving the complaint informally; or help in drafting a formal complaint.

The institution's sexual harassment policy shall be explained during new faculty and staff orientations and faculty/staff development workshops. A copy of the institution's policy shall also be issued.

Vendors, consultants, independent contractors and all others acting on behalf of the College who are not required to participate in faculty/staff orientations shall receive a copy of this policy upon commencement of their contracts. Violation of this policy may result in Meharry's termination of such contracts.

The policy shall also be included in the following publications: College Policy Manual; Faculty Handbook; Personnel Policy and Procedures Manual; and Student Services Handbook.

All complaints, informal and formal, shall be immediately forwarded to the Compliance Officer, the AVP-Human Resources or the Executive Vice President. The Compliance Officer, the AVP-Human Resources or the Executive Vice President will consult with the appropriate academic or administrative officers of the College to determine the appropriate method for investigating the complaint.

### **Investigation**

The purpose of the investigation is to ascertain whether an actual violation of this policy has occurred. Investigations shall include the following:

- An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the "who, what, when, and where" of the complaint. Any evidence of, or witnesses to, an alleged incident should be obtained during the interview.
- An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated.
- In a formal complaint, interviews with any other persons believed to have pertinent/ factual information or knowledge of the alleged policy violation.

- The person investigating the complaint will take steps to ensure confidentiality of all parties involved.
- The accused shall have a full opportunity to respond to all allegations.
- If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken. The Compliance Officer will inform the complainant and the accused of the results of the investigation and actions to be taken to resolve the complaint.
- Upon completion of the investigation, a written notice of disposition shall be forwarded to the accused as well as the complainant.

### **Regulations**

Complaints and cases of sexual harassment will be dealt with promptly. Any member of the institutional community found to have engaged in sexual harassment will be disciplined. Disciplinary action for violation of this policy shall include, and not be limited to, any of the following courses of action, as appropriate, based upon the severity of the violation: written warning and reprimand, with letter being placed in employee's, student's, or contractor's official file, and appropriate counseling; suspension; termination of employment or contractual relationship, or expulsion.

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

### **Examples of Sexual Harassment**

Examples of sexual harassment include, but are not limited to:

- a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- b. Direct proposition of a sexual nature and/or sexually suggestive or obscene gesture subtle pressure for sexual activity, such as repeated or unwanted stares.
- c. Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.

- d. Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures that is sexual in nature that would create a hostile or offensive work or learning environment.
- e. Physical assault, or attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body.
- f. Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience.

## **L. COUNSELING AND EMOTIONAL SUPPORT**

### **Counseling Services**

Meharry Medical College provides counseling services from professional providers at a conveniently located campus Counseling Center. The center is committed to a highly effective counseling support system that complements the educational and human enrichment endeavors of the institution. Counseling services include individual, family and group therapies as well as academic counseling and career development advisement.

Workshops related to stress reduction; time management and a variety of clinical presentations are regular features of the center. Moreover, psychologists and counselors at the center assist in making provisions for special academic and test accommodations for students with disability needs. This includes psychological testing, neuropsychological evaluation and psycho-educational assessment.

The services of the Counseling Center are broad-based and encompass services to students' partners and dependents, as well as to faculty and staff. Appointments may be made by visiting the Counseling Center at the Daniel T. Rolfe Student Center or by calling (615) 327-6915 or 327-6156. All counseling services are confidential as mandated by professional ethics codes and by law.

### **Chaplain Services**

The Office of the College Chaplain provides effective and comprehensive pastoral care and Religious counseling to students, faculty, staff and administration of the College, with a special emphasis on service to students. The College Chaplain serves as the spiritual leader of the institution.

The Religious Services Program includes pastoral and spiritual services to students, which consist of the following:

- Spiritual counseling, as it relates to the student's search for spiritual meaning and relationship to God, and relationship to fellow persons, as viewed in the Christian context. The depth and scope of this counseling is determined by the student's quest, level of anxiety, frustration and/or feelings of guilt, relating to spiritual growth or lack of growth.

- Pre-marital counseling in preparation for marriage, its expectations and responsibilities
- Marital counseling, in an attempt to help students and their families recognize the tension and problem areas, which are causing difficulties and conflicts in the marital relationship, and to work at resolving the problems and conflicts.
- Counseling in ethics, as it relates to human values, human dignity and divine creation.
- Counseling in death and dying, as it relates to loss and grief.

## **M. REPORTING CRIMES/INCIDENTS TO THE DEPARTMENT OF CAMPUS SAFETY AND SECURITY**

Call 615-327-6254 on any campus telephone to contact the Department of Public Safety and Security. A victim's choice to report an incident to the college's security office does not necessarily represent a choice to prosecute or to pursue college disciplinary action. The victim may choose whether to participate in legal and disciplinary proceedings at a later time.

When the DCSS is called, contact will be made with a professional law enforcement officer (all felonies are reported to local Law Enforcement) who can:

- Help secure medical attention and emotional support from resources on campus and off campus;
- Assist in preserving evidence and preparing a case for court or college disciplinary proceedings;
- Assist in protecting the victim and others from future victimization.

If the choice is made to call DCSS, an officer will listen to the statement of the victim. The officer will ask questions about the scene of the crime, any witnesses, and what happened before or after the incident. The officer will ask the victim to describe or identify the assailant. If the assault happened off campus, the officer will help the victim contact the proper law enforcement agency, if so desired.

## **N. CRIMINAL INVESTIGATION AND CHARGES**

The Department of Campus Safety and Security is required by law to provide information on all sexual assaults and other felonies to the local police department, who will notify the local District Attorney; but in the vast majority of cases, the decision to pursue criminal charges usually rest with the victim.

If the victim chooses to pursue criminal charges, a lawyer from the local District Attorney's office will provide state representation throughout the proceedings. A lawyer from the District Attorney's Office and/or a personal attorney may also provide legal advice to assist the victim in making a decision on prosecution.

DCSS officers will conduct a preliminary investigation of all crimes which occur on campus and make notification to local police, when required. If technical expertise or

additional investigative help is needed, the Tennessee Bureau of Investigation may be called to assist at the discretion of the investigating officer. If crimes happen off campus, the Metropolitan Police Department will be the primary investigative agency with Meharry DCSS Officers providing support if needed. Police Officers understand that any questioning can be difficult for victims and understand that a victim may request the presence of a support person during police interviews.

If a person chooses to pursue criminal prosecution and if it is possible for the assailant to be apprehended, the suspect will be taken before a magistrate and charged with the appropriate offense.

## **O. DISCIPLINARY PROCEDURES FOR CASES INVOLVING STUDENTS**

### Student Disciplinary Action

The Student Discipline Committee reviews charges related to breaches of rules, regulations, policies and procedures of Meharry Medical College by a student. Members of the Committee shall be appointed for a two-year term except for the student member, who shall be appointed on an annual basis. The Student Discipline Committee and its chairperson shall be appointed by the president or his/her representative.

Any person may inform any member of the Student Discipline Committee of an allegation of a breach of rules, regulations, policies and/or procedures of Meharry Medical College within the jurisdiction of the Student Discipline Committee. The Student Discipline Committee shall determine whether the allegations or charge, if proved true, is governed by the procedures for review and appeal of disciplinary action governing non-academic matters.

If the Student Discipline Committee determines that the allegations or charge is governed by the procedures for review and appeal of disciplinary actions, the chairperson shall send a written notice to the student stating the charge(s) and notice of a hearing before the Student Discipline Committee. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The Student Discipline Committee may grant additional time, at its discretion, if the student's request is reasonable.

In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions or procedure for review and appeal of disciplinary actions, the Senior Vice President for Health Affairs/Dean of the School of Medicine shall have sole responsibility for determining which procedures shall govern. Any such challenge must be submitted in writing to the Senior Vice President for Health Affairs/Dean of the School of Medicine no less than 24 hours before the scheduled hearing.

The student shall have the right to be present at the hearing to present witnesses, and to rebut the evidence against him/her and to have a Meharry Medical College student or

faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Discipline Committee may accept any information it deems pertinent to the charges made.

The Student Discipline Committee shall render its decision based upon the evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy or procedure, and is subject to disciplinary action, shall be whether a preponderance of the evidence supports the Committee's decision. The burden of proof shall be upon the College.

The Student Discipline Committee shall maintain a record of the hearing pending final determination of the charges against the student.

The Student Discipline Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records within fifteen days.

A student may appeal the decision on the grounds as set forth in the following paragraph by writing a letter of appeal to the President no later than 72 hours from the receipt of the decision of the Student Discipline Committee.

The President will determine whether there has been substantial compliance with the published administrative procedures and whether there is sufficient evidence to support the decision of the Student Discipline Committee, and notifies the student by certified or registered mail at the student's address as recorded in the Office of Admissions and Records. The President shall also inform the dean of the student's school and the Associate Vice President for Advancement and College Relations.

The President may request the student and/or the Student Discipline Committee to provide additional information prior to issuing a decision.

The President's decision is final. The student shall be notified of the President's decision in writing no later than fifteen days from the receipt of the student's appeal.

The student shall be allowed to continue in the academic program during proceedings unless extraordinary circumstances exist such as exemplifying conduct which may endanger the welfare of others.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedures shall include, but are not limited to:

- Furnishing false information to the college with the intent to deceive;
- Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;

- Forgery, alterations, destruction, damage, or misuse of college documents; records, or identification;
- Physical abuse of any person on college-owned or controlled property; or conduct which threatens or endangers the health or safety of any person;
- Theft;
- Unauthorized use of or entry to college facilities and/or unauthorized possession of keys to college facilities;
- Failure to comply with directives of college officials acting in the performance of their duties;
- Violation of written college policies and regulations as stipulated herein or as announced by authorized personnel;
- Violation of the terms of probation;
- An attempt to commit or to be an accessory to the commission of any act in violation of other standards of conduct;
- Breach of any municipal, state or federal laws rules ordinances on college property;
- Breach of any rules of sister institutions while on rotations;
- Breach of recognized ethical and professional standards applied to student's area health professional schools.

The Student Disciplinary Committee's sanctions may include expulsion, suspension from one or more classes for a specified or an indefinite period of time, probation, reprimand and restriction of privileges. The Student Disciplinary Committee may use its discretion in requiring alternative disciplinary actions.

## **P. DRUGS AND ALCOHOL ON CAMPUS**

### **Substance Abuse—Drug Free Campus—Smoking**

Any student or employee found to be in violation of the following drug and alcohol policy (without proper authority) may be subject to one or more of the disciplinary sanctions described. Meharry Medical College reserves the right to exercise discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any college-sponsored activity may result in required participation in a drug or alcohol treatment or rehabilitation program and placed on probation, suspension, expulsion, termination or referral of the matter to the local police agency for criminal prosecution.

The distribution of illicit drugs on campus or at any college-sponsored activity may result in required/mandatory participation in a treatment program, suspension, expulsion, termination and/or referral of the matter to the local police agency for criminal prosecution.

Much has been written in the press about the prevalence and effects of substance abuse in our society. While widespread abuse of alcohol or drug use at Meharry

Medical College is not undocumented, it would be naïve to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. Meharry has instituted this policy to address the risk of substance abuse at the college and to make certain that a high quality of academic achievement and integrity is maintained.

### **Purpose**

Meharry Medical College regards substance abuse (alcohol and chemical dependencies) as an illness which may respond to medical treatment. This policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration and referral for treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

### **Definition**

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic and/or clinical performance, interpersonal skills and relationships.

### **Policy**

- When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Student Affairs office in the respective school and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.
- When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.
- Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.
- It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and/or Counseling Center.

- Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.
- The off-campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.
- The illegal use, sale or possession of narcotics, drugs or controlled substances while on college and/or hospital premises are grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.
- Where there is reasonable suspicion of a violation of this policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective schools and/or the Counseling Center, with assurance that inquiries will be kept confidential.

*Copies of the full policy, which includes criminal sanctions and counseling services, can be found in the policies manual of the respective schools.*

### **Code of Conduct**

Drunkenness, distribution or possession of alcoholic beverages and/or the unlawful use, possession or distribution of illicit drugs on campus is prohibited.

It shall be a violation of the Code of Conduct to possess, distribute or consume alcohol beverages and/or any illegal drug on campus. Violation of these provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions set forth in the Substance Abuse Policy and Drug-Free Workplace Statement. Violation of these standards of conduct may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing.

### **Smoking**

As an institution committed to providing quality in its health care services and health professions education, Meharry Medical College tries to provide an environment which is conducive to good health. Accordingly as of January 1, 1989, all campus buildings

are considered "smoke free". No smoking will be allowed inside any building on campus. Smoking will be allowed outside of the building as long as it does not create a hazardous condition.

The sale of any and all tobacco products is prohibited on the campus of Meharry Medical College.

#### **Q. COUNSELING AND REHABILITATION FOR THOSE WITH A SUBSTANCE ABUSE PROBLEM**

The Meharry Medical College Counseling Services Center provides counseling and rehabilitation services to students with a substance abuse problem, other treatment programs in the area are available. For information call 615-327-6915 or 615-327-6156.

#### **R. IMPORTANT SAFETY NUMBERS (Dial 9 when using a campus phone)**

##### SAFETY SERVICES

Department of Campus Safety and Security	327-6254
On-Campus Emergency	327-6666
Metro Police Department	865-8600
Emergency	911
District Attorney's Office, Metropolitan Nashville	862-5500
Crime Stoppers	74-CRIME
(Callers Remain Anonymous)	742-7463
Rape and Sexual Abuse Center Crisis Line	256-8526
	Or 1-800-879-1999
Crisis Intervention Center	244-7444
Nashville General Hospital Emergency Room	341-4357
Metropolitan Police Sex Abuse Unit	862-7540
Metropolitan Police Domestic Violence Unit	880-3000
Victim Intervention	862-7545

##### CAMPUS SUPPORT SERVICES

Division of Student Support	
Mrs. Karen Lewis, AVP Student Enrollment and Registrar	327-3197
Mr. Henry Atwater, Director of Student Services	327-6792
Rev. Dr. John Corry, Chaplain/Director of Counseling Services	327-6915

Academic Deans	
Dr. William Ballard, Dean, School of Medicine	327-6204
Dr. William Butler, Dean, School of Dentistry	327-6207
Dr. Maria de Fatima Lima, Dean, School of Graduate Studies	327-6533

## S. CRIME PREVENTION

The Department of Campus Safety and Security presents crime-prevention awareness programs to student groups or staff and faculty members on such topics as personal security, theft prevention, vandalism, alcohol use and abuse, sexual assaults (including date and acquaintance rape), and educational sessions on personal safety. Programs are normally presented upon request by calling (615) 327-6254. Students and employees are offered regular crime prevention awareness programming through new student/new employee orientations and residence hall programs.

During the academic year, the DCSS, the Counseling Services Unit, Student Services units and staff present programs on sexual assault, alcohol and drug awareness, dating violence, conflict resolution, and other topics related to crime prevention. These offices emphasize the common theme that all awareness and crime prevention programs are to encourage students and employees to be aware of their responsibilities in security and the security of others. For information on availability of these programs call the Department of Campus Safety and Security at 327-6254, Student Services at 327-6792 or Counseling Services at 327-6818.

The “Operation Identification” program engraves personal items and records serial numbers to protect valuable property. For information and the tool to accomplish this, call the Department of Campus Safety and Security (327-6254).

### Tips on Crime Prevention:

- Don't walk alone – there is safety in numbers.
- Stay on populated, well-lit streets.
- If you exercise at night, do so with a friend.
- Dress for safety.
- Walk confidently; be aware of your surroundings.
- Carry some type of noise maker.
- Take a self defense class.
- Follow your intuition...trust your feelings.
- If you see something or someone suspicious, go immediately to a safe location and contact Campus Security.
- During hours of darkness, have lights on at all entrances, and close all blinds and shades.
- Have a wide-angle door viewer (190 degrees) on all solid exterior doors.
- Have good locks on doors – and use them.
- Use only the first letter of your first name on mailboxes and in telephone directories.
- Females: ask a male relative or friend to record your answering machine message.
- **Always** keep your doors and windows locked.
- **Do Not** leave messages on your answering machine advertising you are away from your residence.
- Do not open the door to an unexpected visitor.

- Do not let strangers in to use the telephone. Offer to make the call for them.
- Ask to see photo identification of people who come to your door (police, repairmen, etc.) **BEFORE** you open the door.
- Do not hide extra keys outside your residence.
- Never give personal information to telephone solicitors.
- Always be aware of your surroundings.
- Keep your vehicle in good working condition and at least half full with gas.
- Always park in visible well-lighted, busy areas.
- Have your keys ready when you approach your vehicle.
- When you approach your parked vehicle, do a visual inspection checking the area around your vehicle and beneath it.
- Always look in the rear floor board of your vehicle before entering.
- Keep doors locked and windows closed.
- Valuables should be kept out of sight or locked in the trunk.
- Exercise caution when parking in underground or enclosed parking structures.
- When stopped in traffic, allow space between your vehicle and the one in front of you so you can drive away if necessary.
- If someone approaches your vehicle and attempts to get in, honk your horn and try to drive away.
- Be cautious of individuals asking for directions.
- **Do Not** stop to assist stranded motorists. Instead, go to the nearest phone and call for help.
- **Do Not** pick up hitchhikers.
- If you have a flat tire, drive on until you reach a well-lighted, well-traveled area.
- When traveling, let someone know where you are going, your ETA, and the route you will be using.
- Use the escort service when moving around campus at night by yourself.
- Always look to see who is outside before opening your door.
- Do not prop open doors for friends.
- Never loan out a room key.
- Lock the bathroom door behind you.
- Lock outside doors and windows when leaving your room.
- Never leave radar detectors or other items of value in plain view inside your car.

Current information on crime prevention may also be accessed through the Meharry website at [www.mmc.edu](http://www.mmc.edu).