Annual Security Report 2013 dated October 1, 2014

Southern College of Optometry (“College”) Annual Security Report is released by October 1. For purposes of this report, College refers to both Southern College of Optometry and its adjacent clinical teaching affiliate, The Eye Center (“TEC”). In 2013 the College opened non-campus University Eye Care. The report is issued in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

The report includes the College’s policies concerning campus security, such as the policies on reporting of crime, crime prevention, alcohol and drug use, and sexual assault.

The College’s Annual Security Report also includes statistics for the previous three years concerning reported crimes that occurred on campus, on certain non-campus property controlled by the College and on public property immediately adjacent to and accessible from the campus.

The Department of Safety and Security is responsible for the preparation of the Annual Security Report, including the compilation of all required crime statistics. The report is prepared in cooperation with Student Services, Human Resources, and local police agencies. The Annual Security Report 2013 is posted on the College website: http://www.sco.edu/campus-safety.

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

Mission Statement

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

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

College campus security service is provided by unarmed uniformed security officers, twenty-four hours a day, year around. The Security Office is located in the main entrance of the College at 1245 Madison Ave., Memphis, TN 38104, phone 901-722-3306.

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

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

The College maintains crime statistics for its main campus:

- 1245 Madison Ave, Memphis, TN 38104
- The Eye Center, 1225 Madison Ave., Memphis, TN 38104

And for non-campus University Eye Care:

- 506 University Street, Suite 201, University of Memphis Campus, Memphis, TN 38152

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

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

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

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

- The Safety and Security Department maintains a daily log of all incidents. The log is available for inspection upon request.
- Southern College of Optometry “Crime in Tennessee Report” statistics are posted on the College website at [http://www.sco.edu/campus-safety](http://www.sco.edu/campus-safety) for the three previous years.
**Reporting Procedures:**

**Incident/Crime Reports**

Campus students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in a timely manner to Campus Security, 901-722-3306, or Ken Coble, Director of Safety and Security, 901-722-3312. All police/fire/medical emergencies should be reported immediately by dialing 911. If an incident occurs at University Eye Care, University of Memphis Police should be called, 901-678-4357.

**Sexual Assault/Harassment Reporting**

A victim of sexual assault.harassment on campus should immediately contact one of the following; Joseph Hauser, Vice President for Student Services, 901-722-3228, Lewis Reich, Executive Vice President for Academic Affairs, 901-722-3234, Ann Fields, Vice President for Human Resources, 901-722-3229, Janice Frazier-Scott, Title IX Coordinator and HR Generalist, (10th Floor-HR Department), 901-722-3271 or Security, available 24/7, 901-722-3306, for confidential assistance with the options available to the victim. All reports regarding sexual assault/harassment are submitted to the College’s Title IX Coordinator. Sexual assault victims may also call the 24-hour hotline of the Memphis Sexual Assault Resource Center, 901-272-2020, or the Memphis Police Department, 911. Other assistance is available through CONCERN, 901-458-4000, the confidential counseling service provided to employees and students at no cost.

**Voluntary Confidential Reporting**

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

**Hate Crime Reporting**

The key factor in determining whether a crime or incident is a hate crime depends on the motive behind the incident. All hate-motivated incidents will be investigated to prevent further occurrence or escalation into a more serious criminal act. Any incident found to be motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability, is a hate crime. It is incumbent upon the entire campus community to report hate-motivated crimes and incidents to the Safety and Security Department, 901-722-3312 or email kcoble@sco.edu.
Security of and Access to Campus Facilities

The College’s business hours are from 8:30 a.m.-4:30 p.m., Monday-Friday. Any modifications to these hours will be announced. Everyone may view the hours of operation for such areas as the Library, Optometry labs, general study areas, Bookstore, Learning Resource Center and Activity Center housed on the SCO website and SharePoint. The business hours for The Eye Center are from 8:00 a.m. – 6:00 p.m. and for University Eye Care, 8:00 a.m. – 5:00 p.m., Monday – Friday. Access to campus buildings is controlled by limited card access. Each student and employee is required to visibly wear their ID badge at all times on campus. Campus Security uses an electronic visitor management system for tracking all guests and visitors. Security Officers patrol the campus regularly, 24/7, year round.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Physical Plant Department (PPD) for correction in the form of monthly audits and work orders. All members of the campus community are encouraged to report maintenance problems or concerns to the PPD or Safety and Security.

Emergency Response and Immediate Notifications

The College has an Emergency Notification System that is designed to send mobile voice and text notifications to students, faculty and staff in appropriate circumstances. This system complements other communication protocols used during emergencies, such as email, public address and fire alarms.

Anticipated uses of the Emergency Notification System include:

- Natural Disasters – Snow, severe storm, flood, earthquake
- Utility Outages and Leaks – Gas, electric, water
- Human Behavior – Campus violence, medical emergencies
- Hazardous Events – Toxic substance spills or releases

An annual evacuation drill is performed on campus, thus the emergency response and evacuation procedures help prepare all for an organized evacuation in case of an emergency. During the drill, everyone becomes familiar with the location of exits and the sound of the fire alarm. In addition, occupants are shown the evacuation routes and assembly areas. The process also provides the College opportunity to test the operation of fire alarm system components. The Memphis Fire Marshall and Police Department were present at our 2013 drill as well as our Insurance Representatives, our Risk Assessor, CFO and Director of Physical Plant. An After Action Review is conducted.

Timely Warning Notice Policy

In compliance with the Clery Act the College issues timely warning reports to notify the campus of crimes specified in the Clery Act or other serious incidents that the College determines represent a serious and ongoing threat to the campus or the immediate campus area. The College may distribute timely warning notices using a variety of means, including emails, text messages, and mass notifications.
Timely warnings are issued on a case-by-case basis for crimes or other serious incidents reported to campus security authorities (CSA) or local police agencies. Based on the information that the Campus Security Department or Memphis Police Department has available at the time, the decision to issue a timely warning is made after considering the facts surrounding the incident, the nature of the crime, the continuing danger to the campus and the possible risk of compromising law enforcement efforts. Crimes that may result in issuing a timely warning include the following:

- Murder
- Criminal homicide
- Negligent manslaughter
- Forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Once a threat to the campus is validated, the Safety and Security Director is responsible for writing, approving and sending timely warning reports. In the absence of the Director, the SCO Lead Security Officer, any security officer, or a member of the President’s Council will prepare and distribute the warning report.

The intent of a timely warning is to enable members of the campus to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

**Educational Programs: Security Awareness Programs and Crime Prevention Programs**

Campus Safety and Security Procedures are discussed during new student orientation as well as included on a thumb drive presented to new students. The topics included: Environmental Health, Fire and

All employees are required to complete OSHA training annually. In addition to the topics mentioned above for students, OSHA training includes GHS labeling, Electrical Safety, and Work Place Violence topics.

Safety and Security Awareness Sessions are conducted at least twice a month by each Southern College of Optometry Security Officer with students, faculty and staff. These sessions include topics such as piggybacking through doors, wearing and displaying ID badges, and crossing guard safety. The officers provide escort service to students, employees, and guests upon request.

**Drug and Alcohol Policies:**

**Substance Abuse - Students**

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

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

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

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

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

A student voluntarily seeking help for chemical dependence may be allowed to take a medical leave of absence for treatment. The student’s return to active status will be automatic following satisfactory completion of treatment, although the specific provisions of reinstatement will depend on the student’s former academic status.
A student returning from any medical leave of absence is subject to all curriculum requirements, fee schedules, and other policies in effect for current students at that time, including the provisions of this policy.

**Alcohol and Drug Free Campus**

Southern College of Optometry (SCO) is strongly opposed to substance abuse. The College complies with The Drug Free Workplace Act of 1988 and The Drug Free Schools and Communities Act of 1989. College policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of controlled substances.

Entering or being on College property under the influence of unprescribed or unlawful controlled substances or alcohol is prohibited. The use of alcoholic beverages on College property is prohibited except on those occasions when an exemption has been granted, in writing, by the President. Employees may be subject to alcohol and controlled substance testing to the extent permissible by law.

In cases of alcohol and controlled substance addiction, the College may encourage a program of treatment or rehabilitation. The employee’s position at SCO will not be jeopardized by seeking help, although in some cases where the ability to function effectively is severely impaired, the individual may be placed on administrative leave, temporary suspension or temporary disability pending resolution of the situation. Any employee addicted to controlled substances or alcohol that unreasonably rejects treatment, or who prematurely leaves a rehabilitation program, may be subject to termination.

Employees will notify the Vice President for Human Resources (VPHR) of any criminal drug statute or alcohol related conviction no later than five days after the conviction. In an event that an employee is paid by the College from federal grants or contracts, SCO is required to inform the granting or contracting agency of any criminal drug statute violation within ten days of receipt of notification. The employee is expected to advise his/her supervisor of any pending legal transgressions regarding controlled substance or alcohol, even if transpiring during off-duty hours. Information regarding assistance and treatment programs may be obtained from the VPHR.

**Sexual Harassment/Misconduct/Assault Policy**

Southern College of Optometry is committed to providing a working, educational and social environment for all members of our community, including students, faculty, staff and visitors to campus that is free from any form of sexual misconduct including harassment and assault. Guidelines issued by the Equal Employment Opportunity Commission provide that sexual harassment is a violation of law. In addition, these guidelines provide that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of the following conditions are present:

- Submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual’s employment or educational experience.
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions.
- Such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance.
- Such conduct creates an intimidating, hostile or offensive working/educational environment.
Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances.

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

Prohibited conduct under this policy includes, but is not limited to:

- Any form of sexual penetration without consent,
- Any intentional touching, fondling, direct or through clothing, of the sex organs, buttocks, or breasts for the purpose of sexual gratification,
- Indecent exposure with sexual intent,
- Sexual harassment—a) the unwelcome sexual advances, requests for sexual favors, physical conduct or written/electronic or verbal statements or printed materials of a sexual nature where submission to such conduct is made either explicitly or implicitly as a term or condition of employment or educational experience; b) submission or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; and/or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work, academic performance, participation in extra-curricular activities, or creating an intimidating, hostile, or offensive working, learning or social environment.

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

Anyone who believes that they have been subjected to this conduct may file a complaint with Janice Frazier-Scott, Title IX Coordinator and HR Generalist, Room 1013. The complaint will be investigated promptly and in as confidential manner as possible. The investigation will include discussions with both the complainant and the alleged offender. Inquiries may also be made of other persons who may have knowledge about or related to the alleged incident. The investigator may outline to the complainant the investigative actions that will be taken and the anticipated time frame for completing the investigation.

**Campus Sex Crimes Prevention Act (CSCPA)**

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

Any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that state at which he or she is employed or is enrolled and must alert the state of any changes in enrollment or employment status.
Sex offender registration information is to be transmitted from each state to the law enforcement agency where the registered sex offender resides. In Tennessee, the sex offender list is maintained at the county level. You can locate the Tennessee Sex Offender Registry Map of the Tennessee Bureau of Investigation at http://tnmap.state.tn.us/sor/ or the Shelby County Sheriff’s Department at http://www.shelby-sheriff.org/. If you have any questions concerning the sex offender registry contact Ken Coble, Director of Safety and Security, 901-722-3312, kcoble@sco.edu.

**Crime Statistics**

**Southern College of Optometry Crime Statistics**

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

1. Criminal homicide (murder, non-negligent and negligent manslaughter)
2. Sex offenses (forcible and non-forcible)
3. Robbery
4. Aggravated assault
5. Burglary
6. Arson
7. Motor vehicle theft

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

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

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## Annual Crime Statistics

### On Campus

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<td>b. Negligent manslaughter</td>
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<td>c. Sex offenses-Forcible</td>
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<td>d. Sex offenses-Non-forcible</td>
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<tr>
<td>e. Robbery</td>
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<tr>
<td>f. Aggraviated assault</td>
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<td>g. Burglary</td>
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### Public Property

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<td>f. Aggraviated assault</td>
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ANNUAL CRIME STATISTICS

Non-Campus

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<td>c. Sex offenses-Forcible</td>
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<td>d. Sex offenses-Non-forcible</td>
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<tr>
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<tr>
<td>i. Arson</td>
<td>N/A</td>
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</tbody>
</table>

Hate Crimes 2013 – No Hate Crimes in Clery Reporting Categories

Hate Crimes 2012 – No Hate Crimes in Clery Reporting Categories

Hate Crimes 2011 – No Hate Crimes in Clery Reporting Categories

Arrest Count 2013 – No Arrest Count in Clery Reporting Categories

Arrest Count 2012 – One arrest for drug violation Bellevue Blvd at Union Ave, Memphis, TN 38104 on Public Property (non student or campus property)

Arrest Count 2011 - No Arrest Count in Clery Reporting Categories

Disciplinary Actions 2013 – No Disciplinary Actions On or Off Campus

Disciplinary Actions 2012 - No Disciplinary Actions On or Off Campus

Disciplinary Actions 2011 - No Disciplinary Actions On or Off Campus

This report is available online at the Southern College of Optometry website under Campus Safety or hard copies are available by contacting Ken Coble, Director of Safety and Security kcoble@sco.edu