

# 2024-2025 Clery Handbook



RICHMONT  
GRADUATE UNIVERSITY.

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## Clery Act Policies

Richmont Graduate University takes seriously the safety and health of students, staff, and faculty who attend classes on a physical campus or online.

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the HEA (U.S. Department of Education, 2016, Chapter 1).

### Emergency Notification & Timely Warning

Richmont utilizes two different types of emergency alerts: emergency notifications and timely warnings. This section also includes information regarding emergency response and evacuation procedures for the Atlanta and Chattanooga campuses.

#### Emergency Notification

Emergency notifications will be utilized for any significant emergency or dangerous situation that occurs near a Richmont campus. An emergency notification will be triggered by an event that is currently occurring on or imminently threatening the campus. Emergency notification procedures will be initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

Richmont has a Campus Safety Designee on each campus. The Campus Safety Designees and the VP of Technology have authorization to initiate the campus emergency notification system, *Campus Cast*. The Campus Safety Designees include:

**Atlanta Campus:** Chief of Staff, IT Support Analyst

**Chattanooga Campus:** VP of Technology, Dean of the School of Counseling

The university will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

In the event that a situation is determined to be an emergency, the Campus Safety Designee will notify the campus community upon confirmation of a significant emergency or dangerous situation that involves immediate threat to health and safety of students/employees using *Campus Cast*, an emergency notification system that alerts via text message and email. In smaller-scale emergencies, not involving both campuses, the Campus Safety Designee will initiate the notification system to affected campus members.

Immediate threats to the campus community include: *a fire, an outbreak of a serious illness or virus, inclement weather, an earthquake, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, an explosion, or a nearby chemical or hazardous waste spill.*

At times, a notification may be disseminated in the event of a non-immediate threat. Examples of non-immediate threats include a power outage or snow closure or other events that might prevent classes from meeting or necessitate a temporary campus closure.

### **Emergency Notification System Annual Test**

The IT department of Richmond Graduate University tests the emergency notification system on an annual basis in February. If the emergency notification system has been used within the past 12 months, the system test is not required.

The variety of drills used include: complete evacuation, Campus Cast signal for lock-down with a request for response, and a personal visit to each campus by the safety and security council chairperson with the opportunity to dialog about safety procedures.

The Safety and Security Council, under its chairperson, will be responsible for scheduling and conducting annual emergency response and evacuation drills on both campuses. The Safety and Security Council also will evaluate and document any drills or actual emergencies.

The Safety and Security Council Chairperson decides on the drill and sets a date. The chairperson sets a date for the drill and notifies all university persons via email of the date and type of drill. The Safety and Security Council Chairperson emails the campus a copy of the university's emergency procedures and any additional information needed for the drill. After the drill, the chairperson evaluates the drill and maintains a record in the Safety and Security Council file. Any significant findings and recommendations resulting from that evaluation come before the Safety and Security Council.

## Timely Warning

Timely warnings are issued for Clery Act crimes that have already occurred but represent an ongoing threat. Any Clery Act crime committed on Richmond's Clery geography that is reported to a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees will necessitate a timely warning. The timely warning will be issued as soon as pertinent information is available.

Richmont's "Clery Geography" includes any building or property owned or controlled by the university within the same reasonably contiguous geographic area of the university and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. The Clery Geography also includes all public property that is within the same reasonably contiguous geographic area of the university, such as sidewalks, streets, other thoroughfare, or parking lots that are adjacent to a university building.

Richmont will alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A timely warning will be issued promptly so that members of Richmond will have sufficient time and necessary information to take appropriate precautions.

## How a Timely Warning Will be Issued

In the event that a situation arises on campus, that, in the judgment of the university President, other senior administrator (see below), or designee constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

**Atlanta Campus:** Chief of Staff, IT Support Analyst

**Chattanooga Campus:** VP of Technology, Dean of the School of Counseling

The warning will be issued to the university via *Campus Cast*, an emergency notification system that alerts via text message and email. The warning will be issued without delay.

## Emergency Response and Evacuation Procedures

Richmont's emergency response and evacuation procedures are intended to ensure that Richmond has sufficiently prepared for an emergency situation on campus. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, it is the responsibility of the President of the university to confirm the scope of the emergency or dangerous situation and the proper response to the emergency. In the absence of the President, other administration should be consulted:

**Atlanta Campus:** Provost, Chief of Staff

**Chattanooga Campus:** VP of Administration, Dean of School of Counseling

Emergency notifications to the campus community will be sent, without delay, using a combination of options through the university emergency alert system, including text alerts, mass emails, and fire alarms.

There are three types of emergencies and corresponding drills or procedures:

**SHELTER IN PLACE** – *When the threat is external (storms, persons, nearby fires, etc.):*

1. Immediately move to an interior hallway or room away from windows and doors.
2. Be aware of persons with disabilities who need help moving to a safe area and move them to a safe area. Teaching faculty should assist persons with disabilities in their classes and the Assistant to the President and Administrative Assistant and/or Facilities Manager should assist persons with disabilities in the student lounge, hallways, and office areas.
3. Wait in the safe area until an all-clear is given by local authorities.
4. Outside doors should be locked.
5. Be prepared to seek out lockable rooms as an extra measure of safety.

**LOCKDOWN** – *When the threat is internal (usually a person or persons):*

1. Outside/Entrance doors will not be locked to allow access to emergency responders.
2. Lock, if able, and barricade doors in your immediate area.
3. Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets).
4. Silence cell phones (do not turn off).
5. Wait for an “all clear” before leaving your safe location.

**EVACUATION** – *When leaving the building is the safest option (such as a fire, gas leak, etc.):*

1. Immediately obey evacuation alarms and orders. Everyone must evacuate. No one may remain inside a building when an evacuation is in progress. In the event of an emergency, find the nearest exit. Look for exit signs mounted from the ceiling for guidance.

If time allows as you are evacuating:

2. Shut down equipment or other operations that could create additional hazards if left unattended (i.e., classes, meetings, electronic equipment, lights, candles, etc.). Teaching faculty are responsible for shutting down equipment or other operations in their respective classrooms and the Chief of Staff and IT Support Analyst are responsible for shutting down

equipment or other operations in the student lounge, hallways, and office areas.

3. When you evacuate, take your keys, coat, purse, and any other critical personal items with you to the emergency assembly area.
4. Close doors as rooms are vacated.
5. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims. Note the location of trapped and injured victims and notify emergency responders of them.

**VIOLENT OR CRIMINAL BEHAVIOR** – *When you witness violent behavior on campus:*

1. Initiate immediate contact with Local Law Enforcement (911) and campus-wide security to ensure that a timely response has begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or an explosives hazard occur on campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.

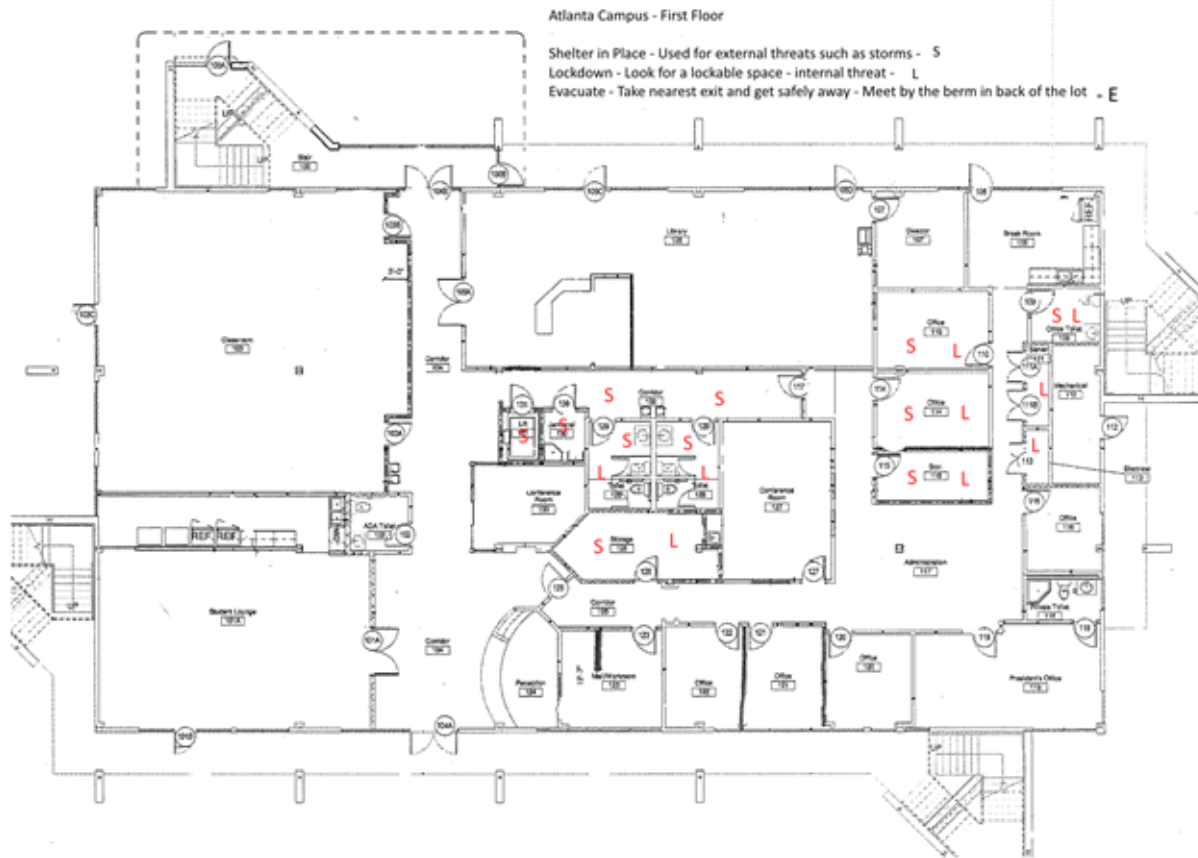
**HOSTAGE SITUATION** – *When you are on a university campus are you are taken hostage:*

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally unbalanced. Don't make mistakes that could jeopardize your well-being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
5. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
6. Be observant. When you are released, or if you escape, the personal safety of others may depend on what details you remember about the situation.

**“SAFE AREAS”** – In the event of an emergency within the building, please move to the assigned safe area(s). See the following pages for suggested safe areas on each campus.

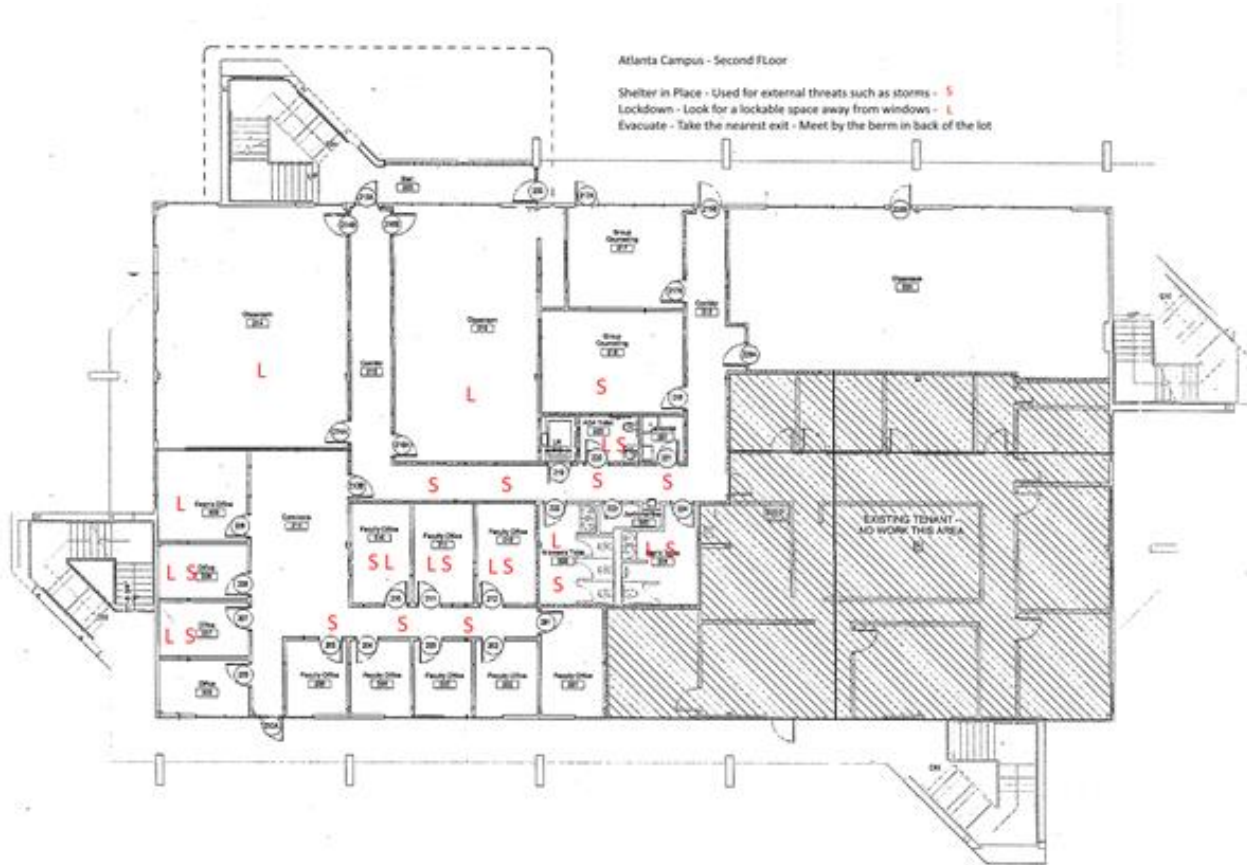
# Safe Areas Sheltering and Lockable Areas

## Atlanta Campus First Floor

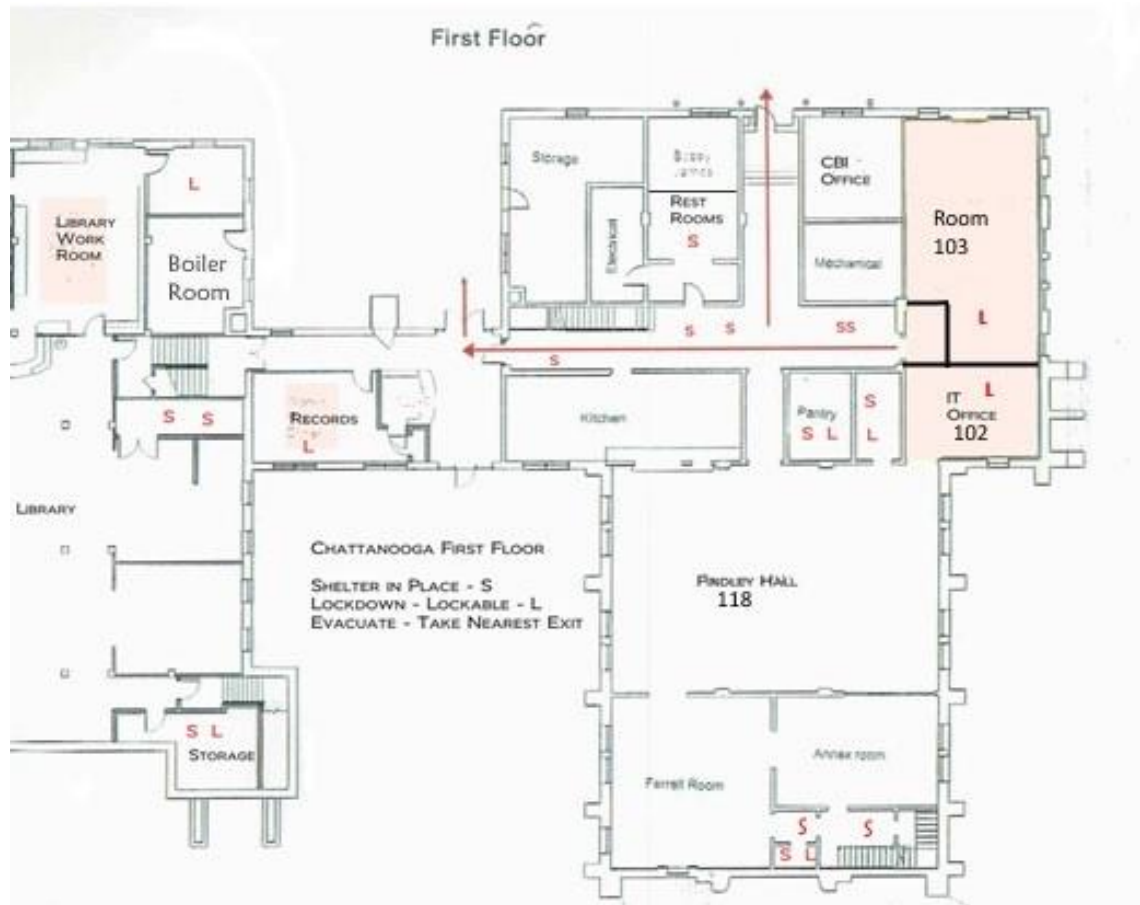




# Atlanta Campus Second Floor

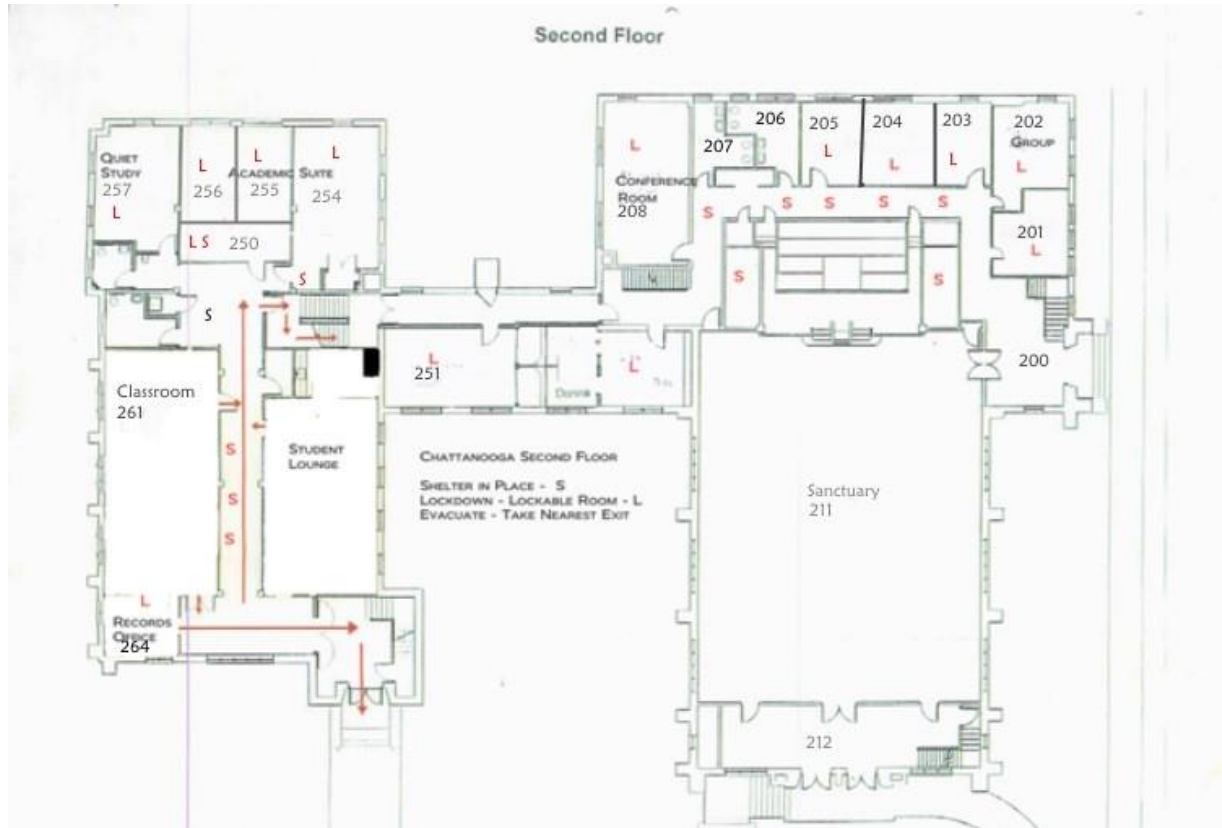


### Chattanooga Campus First Floor



### Chattanooga Campus

## Second Floor

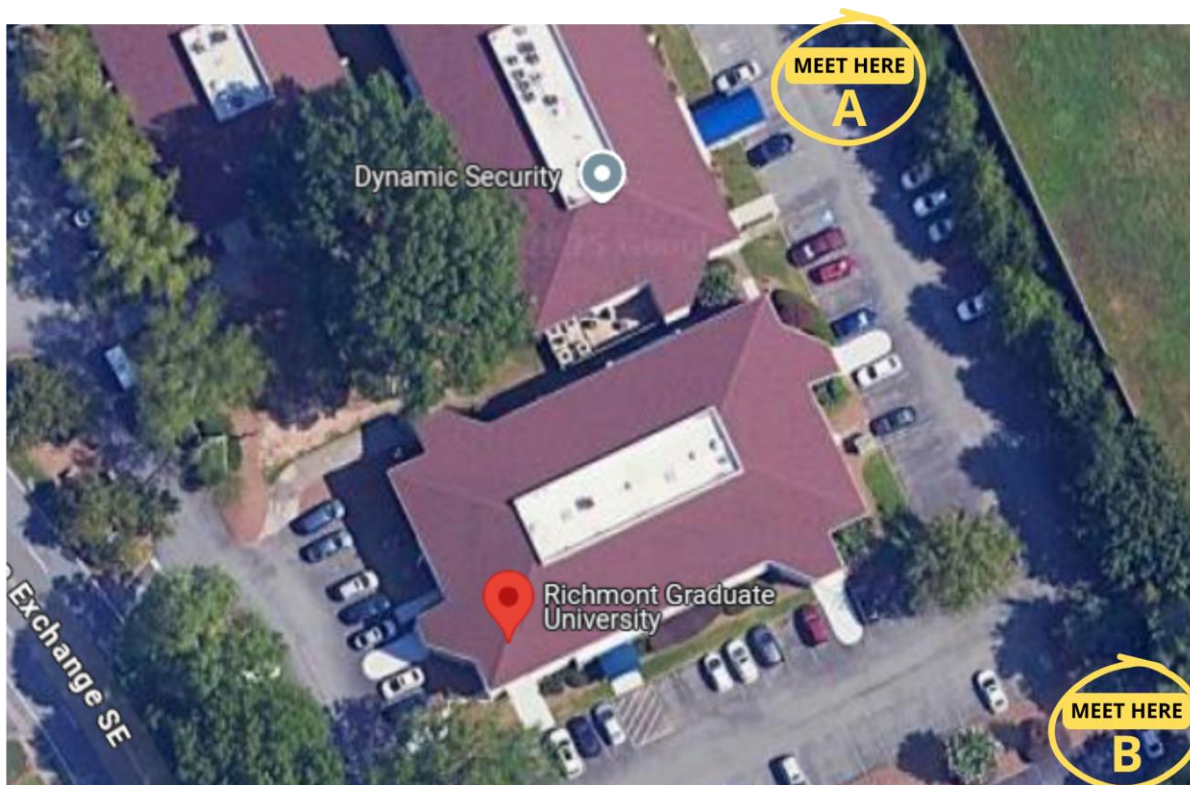


# Chattanooga Campus Third Floor



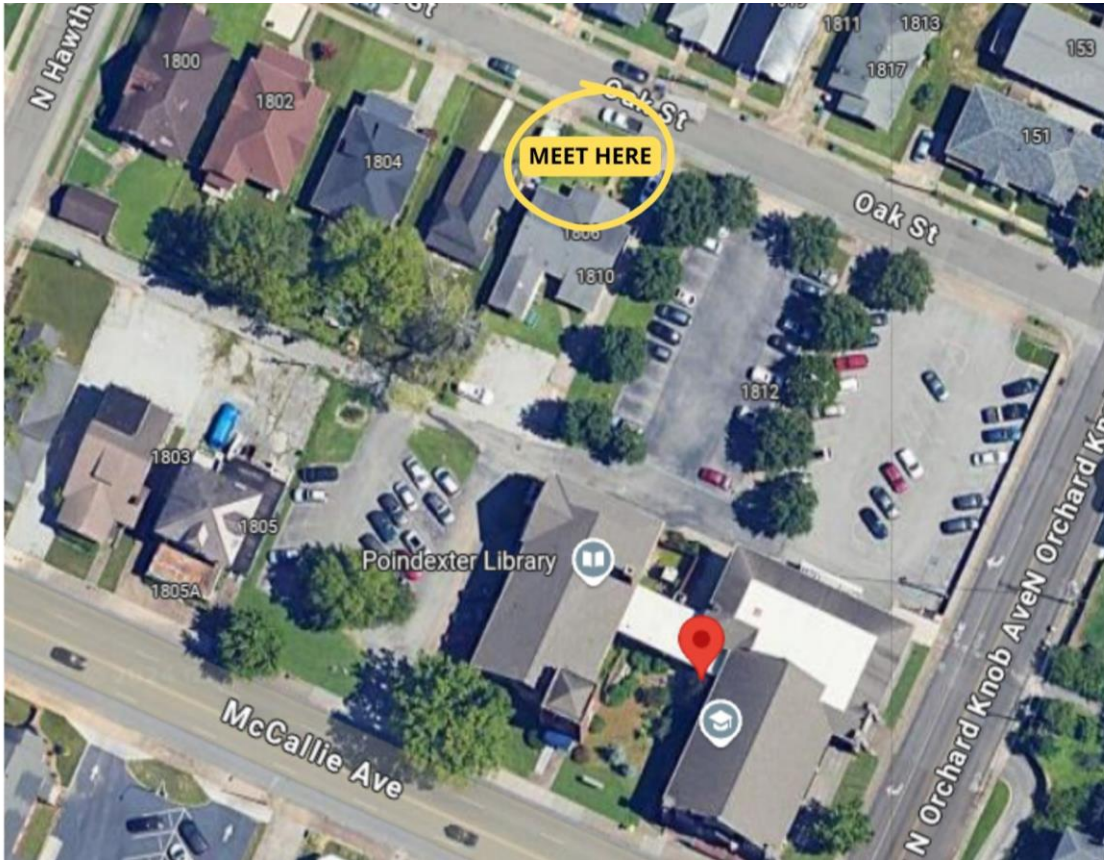
### Atlanta Evacuation Assembly Area

In Atlanta, there are two evacuation assembly areas. The ADA compliant assembly area is behind the building across from Legacy Brain & Spine LLC (Assembly Area A). An additional assembly area is in the parking lot in front of the building over the berm (Assembly Area B).



### Chattanooga Evacuation Assembly Area

Meet in front of the Richmond Graduate University Finance Building. If this isn't a safe distance, meet across the street (Oak Street).



## Clery Act Crimes

Clery Act crimes include the following: murder/non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes (any of the crimes previously listed plus simple assault, larceny-theft, intimidation or damage/destruction/vandalism of property motivated by bias in one of the bias categories), liquor law violations arrests/referrals, drug law violations arrests/referrals, weapons law violations arrests/referrals, dating violence, domestic violence, and stalking.

### Annual Disclosure of Crime Statistics

Richmont Graduate University designates a Campus Security Survey Administrator (VP of Finance) to prepare a report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of the report is posted at [richmont.edu](http://richmont.edu) and is available from the administrator in printed form upon request.

Campus crime, arrest, and referral statistics include those reported to the Campus Safety and Security Council, Campus Safety Designees, and local law enforcement agencies.

Each fall term, the Atlanta Campus Security Survey Administrator sends a link to the full report and related safety policies via e-mail to all enrolled students, faculty, and staff.

### Reporting Clery Act Crimes

All Clery Act Crimes should be reported to the Office of Student Affairs or the Campus Safety Designee on a student's campus. The Campus Safety Designees include:

#### Atlanta Campus:

Campus Security Survey Administrator, Office of Student Affairs

#### Chattanooga Campus:

Dean of the School of Counseling

<b>Campus Security Survey Administrator</b>	404-835-6117	dpritchett@richmont.edu
<b>Dean of the School of Counseling</b>	423-687-2405	c Cochran@richmont.edu
<b>Office of Student Affairs</b>	404-835-6114	studentaffairs@richmont.edu

### Voluntary and Confidential Reporting of Crimes

To report a crime, a person should contact the nearest local police department (use 911 for emergencies). On-campus crimes should also be reported to the Facilities Manager who in turn will contact the Campus Security Survey Administrator. The Campus Survey Administrator will evaluate the report in consultation with the university President for possible legal or campus safety action. The reported crime will be reflected in the daily crime log.

<b>Cobb County Police</b>	911	770-499-3900
<b>Chattanooga Police</b>	911	423-698-2525
<b>Facilities Manager</b>	423-648-2410	facilities@richmont.edu
<b>Campus Security Survey Administrator</b>	404-835-6117	dpritchett@richmont.edu

### General Procedures for Reporting a Crime or an Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes to the local police departments as well as to contact persons on each campus. The point of contact is the Facilities Manager. Incident reports involving students are forwarded to the Vice President of Student Affairs for review and potential action. Crime reports will be evaluated for action by the Campus Security Administrator and logged in the Daily Crime Report.

<b>Cobb County Police</b>	911	770-499-3900
<b>Chattanooga Police</b>	911	423-698-2525
<b>Facilities Manager</b>	423-321-2454	facilities@richmont.edu
<b>Campus Security Survey Administrator</b>	404-835-6117	Chief of Staff dpritchett@richmont.edu

Richmont does not have verbal or written procedures specifically for pastoral counselors or counselors in regards to crime reporting.

### Policy Statement on Confidential Reporting Procedures

If a person is the victim of a crime and does not want to pursue action within Richmont or the criminal justice system, the university may still file a confidential report. The Facilities Manager may file a report on the details of the incident without revealing the identity of the complainant. With such information, the university can keep accurate records of the number of incidents involving students, 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 included in the annual crime statistics for the institution.

<b>Campus Security Survey Administrator</b>	404-835-6117	Chief of Staff dpritchett@richmont.edu
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<b>Facilities Manager</b>	423-321-2454	facilities@richmont.edu
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### Crime Reporting

The Campus Security Survey Administrator is responsible for crime reporting. All incidents are to be reported to the Facilities Manager, who then reports each incident to the Safety and Security Council.

The Campus Security Survey Administrator facilitates the following steps (following guidelines from the Clery Act Policies):

- Maintain a log of all incidents. The log is available online for staff and students.
- Contact local police departments for a compilation of calls related to Richmond (annual). The log of these contacts is kept in the “Safety” Folder, which is a physical/paper file kept by the Campus Survey Administrator.
- File a report of all of this information with the U.S. Department of Education, Office of Post-Secondary Education.

The crime report and related policies are made available to all Richmond affiliates via e-mail and posting on internal web pages. This report is also maintained in publicly available files that contain the daily crime log.

### Annual Security Report (ASR)

The Annual Security Report (ASR) is compiled in September of the academic year. The ASR data is maintained electronically by the Campus Survey Administrator. The ASR is published annually on the university website at [richmont.edu](http://richmont.edu). The Campus Security Administrator sends an annual email to the university which includes the Annual Security Report in September of each academic year. The data can be found online here: <https://www.richmont.edu/annual-security-reports/>.

### Assessment

The Richmond Safety and Security Council reviews this document, along with the status of Richmond safety and security guidelines as needed. Upon review, any recommendations from the Safety and Security Council will be presented to the Administrative Council for approval or further decisions.

### Safety and Security Council

This committee consists of university staff, full-time faculty (instructional, clinical, or library), and staff from the counseling centers. The diversity of those serving on this committee offers different perspectives but also offers the broadest possible representation from within the institution. Other advisors and administrators may take part as necessary. This committee regularly meets as needed to address security issues and policies pertaining to the Richmond community.

<b>Chairperson</b>	404-835-6117	dpritchett@richmont.edu
<b>Facilities Manager</b>	423-321-2454	facilities@richmont.edu
<b>VP of IT</b>	423-648-2678	dblandon@richmont.edu
<b>Student Success Coordinator</b>	404-835-6142	studentaffairs@richmont.edu
<b>VP of Finance</b>	423-648-2421	tmcpherson@richmont.edu
<b>Richmont Trauma Center Executive Director</b>	404-835-6116	zdunaway@richmontrauma.com
<b>Henegar Counseling Center Office Manager</b>	423-648-2412	jhoward@richmont.edu

## General Campus Safety & Building Access

During business hours, the university doors are controlled by magnetic locks and can be accessed by doorbell or ID card/fob. During non-business hours, access to all university facilities is by key or fob. Emergencies may necessitate changes or alterations to any posted schedules. Richmont Graduate University does not have any campus residences.

Richmont Graduate University is committed to providing a safe, secure, and healthy environment in which faculty, staff, and students may work and study. In this, Richmont has taken steps to comply with local, state, and federal standards.

In addition, Richmont expects that all employees will share the responsibility for safety and security of themselves, fellow employees, students and guests, and maintain reasonable care when using university property. All employees are expected to comply with the university written policies and guidelines set forth in this statement, including but not limited to, local, state, and federal regulatory bodies, including fire and police agencies.

Richmont comprises two campuses with three separate buildings. All employees should familiarize themselves with both campuses: all three buildings and any specifics related to each campus and building to ensure maximum safety and security while working in all facilities.

Employees can contribute to the safety and security of all Richmont affiliates by:

- Complying with federal, state, and local regulations.
- Encouraging safety and security practices among peers.
- Reporting violations of safe practices to their supervisor or other Richmont administrators.
- Reporting on-the-job accidents in a timely manner in accordance with OSHA guidelines.

- Reporting crimes and suspicious situations to their supervisor, other Richmond administrator, campus-wide security, and/or local law enforcement.
- Being aware of potentially violent situations and treating them conscientiously (along with reporting this immediately to their supervisor, other Richmond administrator, campus-wide security, and/or local law enforcement).
- Keep all valuables locked away and/or lock your office door when you leave.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting. Immediately call local law enforcement if a person entering your office area appears to be suspicious or won't identify him- or herself.

### **While Working After Hours**

- Lock all doors to the outside.
- Keep your office door closed and locked.
- Never leave your valuables unattended.
- Remove all valuable items from your desktop and close and lock file drawers, windows, and doors when leaving your office for the day.

### **When Walking at Night**

- Walk with a coworker as an escort.
- Stay alert and be aware of your surroundings.
- Walk briskly and confidently.
- Have your car keys in hand as you approach your vehicle

### **Physical Facilities**

Richmont Graduate University comprises two campuses with administrative offices, libraries, classrooms, student and staff break facilities, and a large chapel on the Chattanooga campus. In addition, both Atlanta and Chattanooga have counseling centers on their campuses. Richmont is committed to providing for the safety, security, and health of all Richmont affiliates in these areas.

One staff member is responsible for providing keys for all staff on each campus (Facilities Manager in Chattanooga and IT Support Analyst in Atlanta). All Richmont employees are responsible for maintaining provided keys to Richmont facilities. In the event that keys are lost, employees should report this immediately to their supervisor and/or the parties responsible for key distribution.

Building access instructions for each campus are below. There are adjusted schedules for school breaks and holidays, which are communicated to the campus community via email.

## Chattanooga Campus

1815 McCallie Avenue, Chattanooga, TN 37404

- There are surveillance cameras covering all parking lots and the main entrance (inside and outside of the building) of the facilities. The images from the cameras can be monitored and are recorded 24 hours per day. The tapes run on a 7-day cycle.
- All parking lots and entrances to the building are well lit.
- The main door is locked at 8:00 pm every week day, and beyond that time persons are buzzed in from the receptionist desk in the counseling center for access to the building.
- Parking is limited to the main parking lot after 5:30 p.m. Entrance and exit after that time is through the main (monitored) entrance.
- There is a keypad with a security code to provide entry for Richmond employees. This code is given to students during weekend intensive courses for their use in re-entering the building.
- An external security service provides a security guard to work on this campus 4 nights per week (Monday-Thursday).
- A security alarm system and panic button for several departments on this campus are currently in place. This includes the counseling center in the other building on campus.

## Atlanta Campus

1900 The Exchange, Building 100, Atlanta, GA 30339

- Front and Disability Doors unlock and lock again according to a preset time. These times determine when the magnetic closure device releases hold to allow traffic to flow from outside.
- Each employee and the cleaning crew have been assigned a FOB device to access the building when doors are locked. Employees may access the building 24/7; however, during hours that the alarm is armed, employees will need to disarm the alarm upon entry and arm the alarm upon departure. The IT department provides alarm codes to employees upon being hired.
- Monday - Thursday students may access the building with their student ID cards, and employees may access the building with their FOBs.
- Friday - Sunday doors will be locked to students unless an intensive is meeting on campus.
- Alarms disarm Monday - Thursday at 6:30AM and then arm at 12:00AM. Weekend alarms are disarmed 2 hours before a class and armed an hour after a class meets unless the building is in special use for an event.

## Campus Police Authority and Jurisdiction

Richmond Graduate University does not maintain a campus police force or security personnel. All criminal complaints are handled through local police

departments. Richmond Graduate University does not have a memorandum of understanding with local or state police agencies.

Campus community members are encouraged to accurately and promptly report all crimes to the local law enforcement when the victim of the crime elects to, or is unable to, make such a report.

### **Security Awareness and Crime Prevention Programs**

Richmont stresses security awareness and crime prevention with new employees and at orientation of new students. Also, all students, faculty, and staff receive a reminder twice a year of safety and security policies along with the publication of the Clery Crime statistics report and during the period that includes a yearly emergency exercise.

Richmont Graduate University does not have any ongoing programs for students and employees that emphasize crime prevention.

### **Monitoring and Recording Criminal Activity at Non-Campus Locations**

Richmont Graduate University does not have any recognized student organizations at non-campus locations.

## **Alcoholic Beverage Policy**

As a community of Christians with a special commitment to acting out of love to one another and to carefully guarding our bodies as temples of the Holy Spirit, Richmont expects community behavior that demonstrates the highest standard of respect for people. Scripture is replete with exhortations to look out for the welfare of others and build up others, to be good protectors and stewards of the possessions God has given us, and to be honest and keep one's word. Richmont is committed to fostering respectful interpersonal relationships regardless of gender, race, age, handicap, or national origin.

It is a violation of Richmont's policy for anyone on campus to possess, consume, or sell alcoholic beverages in any public or private area of campus without prior university approval. The use of wine for communion is excluded from the need for prior approval. Organizations, individuals, or groups violating alcohol/substance policies or law may be subject to sanctions or discipline by the university. The university will refer underage drinking or other statutory violations to local police.

The possession, sale, manufacture, or distribution of any controlled substance without prescription is illegal under both state and federal laws. Any infractions of these laws will be reported to local law enforcement agencies. Violators are also subject to disciplinary action within the university.

As mandated by the Drug-Free Work Place Act of 1988 (Public Law 100-690), Richmond Graduate University is committed to maintaining a drug-free work environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on Richmond grounds or at Richmond activities by all students and employees.

Individuals or groups violating alcohol or substance use policies (either on- or off-campus) will be subject to disciplinary action by the university and, possibly, criminal prosecution. Any infraction of federal, state, or local laws will be reported to local law enforcement agencies.

### **Drug and Alcohol Abuse Education Programs**

Richmont Graduate University teaches counselors and ministers who will be required to recognize and minister to persons affected directly and indirectly by drug and alcohol abuse. Knowledge about the effects of this abuse is built into the curriculum. A course on alcohol and drug addiction counseling is a required course for most students. Professors have experience working with the effects of drug and alcohol addiction and abuse and will readily recognize its effects.

There are two programs that are available to students. Richmont lists coaches, counselors, and spiritual directors who are available at reduced rates for our students. Richmont also has an Advisement Week when students and advisors spend extra time together talking about wellness and self-care. This is an excellent opportunity to identify students under stress and to intervene before students succumb to problematic behaviors.

## **Sexual Misconduct and Sexual Harassment**

Nothing matters more than the safety and well-being of every individual in our community. With that aim, Richmont continuously strives to educate the student community about the effects of sexual assault. Sexual harassment is antithetical to university values, a barrier to learning in the classroom, and an obstruction to productivity in the workplace.

Both legally and morally, Richmont rejects any form of sexual misconduct. Sexual harassment is prohibited by federal statute [cf. Title VII of the Civil Rights Act, 1964, 42 U.S.C. Sections 2000e et seq. (1992); Title IX of the Educational Amendments, (1972), 20 U.S.C. Sections 1681 et seq. (1990)]. Similarly, all members of the Richmont community share responsibility for the creation of a campus that bears joyful witness to the God-given worth of all persons. The university's Christian identity and values require us to act in a manner honoring others.

## Biblical View on Sexual Misconduct

Every member of the Richmond community should be aware that Richmond is strongly opposed to sexual misconduct and/or harassment and that such behavior is prohibited both by policy and by law [cf. Title VII of the Civil Rights Act, 1964, 42 U.S.C. Sections 2000e et seq. (1992); Title IX of the Educational Amendments, (1972), 20 U.S.C. Sections 1681 et seq. (1990)]. Sexual harassment is a barrier to learning in the classroom and to productivity in the workplace.

The two great commands are these: *You shall love the Lord your God with all your heart...soul...and mind* and *You shall love your neighbor as yourself* (Matt. 22:37, 39). As man and woman are made in the image of God (Gen. 1:27), so in Christ, there is neither male nor female (Gal. 3:28). Followers of Jesus are not to lord over one another (Matt. 20:25-27) but are to be in mutual submission (Eph. 5:21). Christians manifest these truths through their mutual service and love in the Body of Christ.

Sexual misconduct and sexual harassment are a violation of Christ's commandment to love our neighbor as ourselves. It denies the image of God in the other, and it negates our oneness in Christ. Sexual harassment regularly involves an abuse of power. It invariably interferes with shared ministry and rends the Body of Christ. With these things in mind, together with the realization that when one member suffers all suffer together (1 Cor. 12:26), Richmond establishes the following policy, definitions, and procedures about sexual harassment. Richmond intends to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy. Faculty, administrators, and supervisors have the responsibility to participate in the creation of a campus environment free from sexual harassment and an environment that bears joyful witness to the God-given worth of all persons.

## Sexual Misconduct and Sexual Harassment Definitions

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence (U.S. Department of Education, 2016, Chapter 8).

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim;

- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (U.S. Department of Education, 2016, Chapter 8).

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress (U.S. Department of Education, 2016, Chapter 8).

**Sexual Assault** is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668 (U.S. Department of Education, 2016, Chapter 8).

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or sexual assault. Sexual harassment occurs when:

- submission to such conduct is made either explicitly or implicitly a condition of instruction, employment, or participation in any Richmond activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making any academic or personnel decision affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in instructional, employment-related, or other Richmond activity.

Both men and women may be victims of sexual harassment. One person may be sexually harassing another person and not be aware that his or her behavior is viewed negatively. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the conduct of the accused, as a whole, and to the totality of the circumstances, including the context in which the alleged conduct occurred. Richmond encourages its faculty to be sensitive to triggering language used in the classroom when teaching.



## Consent

Under Georgia law, **consent** to sexual activity is defined as an informed and voluntary agreement and cannot be given by someone who is underage (generally, the age of consent is 16 years old). Georgia courts have found consent cannot be given by someone who is incapacitated by drugs or alcohol, mentally incompetent, or in fear of being hurt or suffering other dangerous consequences.

Under Tennessee law, **consent** to sexual activity is defined as express or apparent agreement to engage in sexual activity. Consent **cannot** be given by persons who are forced, threatened, coerced, or deceived, incapable of understanding the nature of the conduct due to youth, intoxication, or a mental disease or defect, rendered incapable of controlling their actions or understanding the nature of the conduct due to acts done to them or substances consumed involuntarily, unconscious, asleep, or otherwise physically or verbally unable to object or resist, or underage (generally, the age of consent is 18 years old). Students, faculty, and staff who are outside of Georgia and Tennessee are encouraged to verify their state's definition of consent.

## Safe and Effective Bystander Interventions

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

How to be an active bystander:

1. **Create a distraction** - Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
2. **Ask directly** - Talk directly to the person who might be in trouble.
3. **Refer to an authority** - Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation.
4. **Enlist others** - It can be intimidating to approach a situation alone. Enlist another person to support you.
5. **Your actions matter** - Whether or not you were able to change the outcome, by stepping in, you are helping to change the way people think about their role in preventing sexual assault.

### Risk Reduction of Sexual Misconduct

The following tips may reduce your risk for many different types of crimes, including sexual violence (taken from Rape, Abuse & Incest National Network, [rainn.org](http://rainn.org)).

1. **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider.
2. **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you. If you're alone, only use headphones in one ear to stay aware of your surroundings.
3. **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
4. **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
5. **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
6. **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

## Procedures for Victims of Sexual Misconduct

Richmont Graduate University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the *Clery Act*.

### Action Steps

Students who are victims of sexual assault, sexual misconduct, or sexual harassment should refer to the Student Handbook for procedures.

Employees who are victims of sexual assault, sexual misconduct, or sexual harassment should refer to the Employee Handbook for procedures.

### **Staff Responsibility to Report**

An individual having direct knowledge of sexual harassment by a member of the Richmond community has a clear duty to bring the matter to the attention of a designated investigator immediately. The designated investigator may serve as the complainant in such a matter and may pursue the matter through the informal and formal complaint resolution process.

### **Critical Incidents**

In a situation in which the health or well-being of a member of the Richmond community is threatened, the person so threatened, a designated investigator, supervisor, or another person should promptly inform the President. The President is authorized to take such action as is necessary and appropriate to ensure the well-being of the Richmond community.

### **Time Limits**

Richmont intends to resolve alleged sexual harassment incidents in as timely a manner as possible. However, the time limits set forth herein may be extended for a good cause. The total period for the investigation, from the filing of a formal complaint or grievance to the issuance of the Final Determination, shall not exceed 120 calendar days.

### **Confidentiality**

Richmont will protect the confidentiality of the alleged victims and other necessary parties and will complete publicly available records (including Clery Act reporting and disclosures) without the inclusion of identifying information about the victim. The university will confidentially maintain any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair the ability of the university to provide the accommodations.

### **Victim Assistance**

Richmont will provide written notification to students and employees about existing mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. These services are provided off-campus and from local professionals within the community.

Richmont will provide written notification to victims about options for available assistance regarding how to request changes to academic or working situations on campus to provide protection from the alleged or confirmed perpetrator. The university will make such accommodations if they are requested by the victim and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Richmont will provide the student with a written explanation of the student's rights and options when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus.

### **Sexual Misconduct Educational Programs and Campaigns**

Richmont Graduate University provides information and education that promotes awareness of sexual misconduct and harassment for incoming students and new employees. The training information about the prevention of and intervention of sexual misconduct. Topics include definitions related to domestic violence, dating violence, sexual misconduct, sexual harassment, safe and effective bystander interventions, etc.

New students are invited to participate in the university's online sexual misconduct and harassment trainings during their first semester as a student at Richmont. The university offers incentives for students to complete the online training.

### **Advising the Campus Community About Sex Offenders**

Convicted sex offenders are required by law to register their names and addresses with Department of Corrections in Georgia and the Department of Correction in Tennessee. Interested persons may obtain state information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry website.

## **Sources**

U.S. Department of Education (2016). *The handbook for campus safety and security reporting*. ERIC Clearinghouse.