



2025 Annual Security Report

King University Security Office

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Introduction

This *Annual Security Report* is published by the King University Security Office pursuant to the Office of Education, Federal Student Aid Handbook, Chapter 6, Providing Consumer Information, Campus Security section, Jeanne Clery Disclosure of Campus Security Policy; the Campus Sexual Violence Elimination Act; and Tennessee Code Annotated 49-7-2203 - Reporting of crime statistics.

The King University main campus is located at 1350 King College Road, Bristol, Tennessee 37620. The campus crime statistics are furnished and should be incorporated with previously published and distributed statistics, security policies, and procedures. A paper copy of the Annual Security Report and Crime Statistics report for each campus is available at the Security Office located in the basement of Parks Hall upon request, or by calling (423)652-4705, off campus, or extension 4705, on campus. Written requests can be made to the following address: King University, Security Office, 2713 Tadlock Road, Bristol, Tennessee 37620.

King University encourages anyone who witnesses or is a victim of a crime to report the incident immediately to the Security Office and the appropriate law enforcement agency; all crimes or suspected crimes may be reported at (423)652-4333 (off-campus), (423)340-4333 (cell), extension 4333 (on campus), or call 9-911

Reporting Crime Statistics

Policies for preparing the annual disclosure of campus crime statistics: The University coordinates the collection and reporting of crime statistics as specified by federal law. Each year, faculty, staff, and enrolled students are notified via email of the website where this report can be accessed and reviewed. Copies of this report can also be obtained from the King University Security Office. Agencies involved in the collection of data include the King University Security Office, designated campus security authorities, and various law enforcement agencies with jurisdiction over multiple King University off-site instructional locations. In addition, the King University Security Office investigates/reviews all reports of criminal activity occurring in its jurisdiction, regardless of the source. Agencies involved in the collection of crime statistics are provided guidance annually regarding the requirements of federal law, including the categorization of criminal activities and tabulation of the locations involved in reported crimes and arrests.

Statistics on the following crimes and offenses are to be reported in the annual security report:

Criminal Homicide. Murder, non-negligent, and negligent manslaughter. Non-negligent manslaughter is the killing of a person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: The sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery. The taking, or attempting to take, anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary. The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.

Arson. Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle.

On-Campus Arrests for *Alcohol, Drug, and Illegal Weapon Violations*

The number of students referred for *Campus Disciplinary Actions for alcohol, drug or illegal weapon violations.* (If included in the report as an arrest, a referral does not need to be reported under this category.)

Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security office or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity, or disability.) Note that, effective August 14, 2008, the Higher Education Opportunity Act of 2008, modified the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage or vandalism (20 U.S.C. Section 1092 (f)(1)(F)(ii)).

Domestic violence, dating violence, and stalking as defined within this definitions section of this report.

Policy Addressing Sex Offender Registration

In compliance with the federal Campus Sex Crime Prevention Act, the Tennessee University and University Campus Sex Crimes Prevention Act of 2002, and Tennessee Code Annotated 40- 39-102, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders that may be known as employed, enrolled, or volunteering at this institution at the Security office.

Sex Offender Registry Information

Members of the King University community may obtain at the Security Office the most recent information made public by the Tennessee Bureau of Investigation (TBI) concerning adult sex offenders known to be residing, employed, physically present, or a student at this institution.

(King University may not have information about persons convicted of sex offenses as juveniles, because such information is generally kept confidential by law.)

The Family Educational Rights and Privacy Act (FERPA), at 20 U.S.C. § 1232g(b)(7), expressly allows educational institutions to disclose information about registered sex offenders, including personally identifiable, non-directory information, without consent from the individual. Publication of this information does not constitute grounds for a grievance or complaint.

Sex offender registry information is also accessible online:

- Tennessee's Sex Offender Registry, maintained by the TBI, available at

<https://sor.tbi.tn.gov/home>

- Virginia's Sex Offender and Crimes Against Minors Registry, maintained by the Virginia State Police, available at <https://www.vspсор.com/Search>
- National Sex Offender Public Website, maintained by the United States Office of Justice, available at <http://www.nsopw.gov/>

Mandatory Disclosure of Sex Offense Arrests, Charges, Convictions, and Adjudications

King University students, staff, and volunteers must disclose all arrests, charges, convictions, and adjudications of sex offenses to the Security Office upon matriculation or while enrolled, employed, or volunteering with King University, or upon implementation of this Policy, whichever is later. For offenses that occur after a student, staff, or volunteer is associated with King University, he/she must make such disclosure to the Security Office within 24 hours of each occurrence. Disclosures are confidential and will not result in any automatic consequences.

The Director of Security will evaluate each disclosure individually to determine whether further action is appropriate.

Failure to promptly disclose an arrest, charge, conviction, or adjudication of a sex offense will incur severe penalties, up to and including termination of the student, employment, or volunteer relationship with King University.

The number of students enrolled:

There are 1230 students enrolled at King University.

The number of students living in student housing:

326 students are living in student housing at King University.

The total number of non-student employees working on the campuses:

There are 269 full-time and part-time employees working on the King University campus.

Administrative office responsible for security on the campuses:

The King University Security Office is responsible for the overall security of the King University main campus. Security for off-campus King University instructional locations is the responsibility of the appropriate institution. Crime reporting for the main campus and all instructional locations not on another University or College campus is the responsibility of King University Security.

A description of the type and number of security personnel utilized by the institution, including a description of their training:

All King University officers are assigned to the main campus. A description and contact information of security for other off-site instructional locations is listed below. King University also employs five full-time patrol officers who are required to receive an initial 80 hours of training and at least 20 hours of annual training. The Security Office also employs a full-time records clerk and investigator. All security officers employed or contracted by King University are state-certified and are authorized to carry a defensive chemical weapons spray.

The enforcement authority of security personnel, including their working relationship with state and local law enforcement agencies:

No security personnel working directly for King University or contracted by the University have arrest powers and are not law enforcement personnel unless contracted as a certified law enforcement officer according to state law. All Security Officers working for, with, or contracted by King University will obtain all pertinent information in an official and courteous manner and will respond properly and judiciously. The King University Security Office has a working relationship with the Bristol Tennessee Police Department, Kingsport Police Department, Sullivan County Sheriff's Office, other law enforcement agencies in the appropriate jurisdiction of any off-site instructional locations where classes are held, the Tennessee Bureau of Investigation, and locally assigned federal agencies.

Written memoranda of understanding for the investigation of alleged criminal offenses:

The King University Security Office maintains a close working relationship with the police departments having jurisdiction over all King University campuses. The King University Security staff occasionally works with other law enforcement agencies in Tennessee and Virginia, including the Sullivan and Knox County Sheriff's Offices. Occasional meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of King University Security Office and the Bristol Tennessee Police Department communicate regularly on the scene of incidents that occur on and around the campus area. The security Office's investigators work closely with the investigative staff at the appropriate law enforcement agency when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between the King University Security Office and any law enforcement agency.

Reporting of criminal incidents to local law, state, federal, and enforcement agencies:

All security personnel report security violations of local, state, and federal law to the appropriate law enforcement agency and the Director of Security according to current law.

Security officers also report students committing or suspected of criminal activity to law enforcement, according to *Tennessee Code Annotated 49-7-2207 Reporting of Students*.

In accordance with the Robert "Robbie" Nottingham Campus Crime Scene Investigation Act of 2004, King University will notify the law enforcement agency with territorial jurisdiction and request an investigation of any medically unattended death that may occur on campus. Further, any rape or attempted rape allegation reported directly to King University security officers will be reported to the appropriate law enforcement agency.

The Tennessee Bureau of Investigation and the Federal Bureau of Investigation receive monthly crime statistics from King University through the Tennessee Incident-Based Reporting System (TIBRS). For the purpose of reporting crimes, King University defines its boundaries as the following: King University's main campus is located at 1350 King College Road, Bristol Tennessee, and consists of 135 acres.

Confidential reporting of criminal activity

Due to the difficulty of complying with federal and state laws concerning the reporting of crime data and required criminal activity reporting, King University Security cannot guarantee confidentiality to those who report incidents of criminal activity except where those reports are protected by law. However, the Security Office will maintain the confidentiality of individuals reporting criminal activity whenever permitted by law.

For complete confidentiality, the *Campus Conduct Hotline* system is available for your use 24

hours a day, seven days a week. Simply dial **866.943.5787** toll-free. Because the **Hotline** is operated by an independent organization, any calls made through this **Hotline** are completely confidential and anonymous, unless otherwise stated by the complainant.

Policy statement for encouraging pastoral and professional counselors, if allowed by the institution, to inform clients of voluntary, confidential crime reporting procedures:

Crimes disclosed to a pastoral or mental health counselor, serving in that capacity at the time of disclosure, are not subject to mandatory reporting. The term “pastoral counselor” is defined as a person who is associated with a religious order or denomination that recognizes him/her as someone who provides confidential counseling. The term “mental health counselor” is defined as a fully qualified and/or licensed professional whose official responsibilities include providing mental health counseling and functioning within the scope of his/her license or certification. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from the danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors should inform the individual of voluntary disclosure procedures in accordance with applicable law.

Students involved in criminal activity off-campus

When a King University student is involved in an off-campus offense, security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. All King University students who violate local, state, or federal law on or off campus may be subject to judicial action by the University. Students are expected to report criminal charges and/or being arrested to the Associate Dean of Students or the Director of Safety and Security within 72 hours of being arrested and/or criminally charged. The University's proceedings are separate from civil litigation or criminal arrest and prosecution, and may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Rulings associated with the honor code and other campus policies are not linked to decisions related to legal matters and may differ in outcome.

Procedures and facilities for students and others to report criminal actions occurring on campus and policies concerning the institution's response to such reports:

The King University Security Officers patrol the campus by automobile and foot. Emergency/Assistance telephones are located at the Freshman Parking Lot and the following residence halls: Mitchell Hall, Hyde Hall, Lower Liston Hall, and Parks Hall. Emergency/Assistance telephones can be used at any time to contact 911 or the Security Office. Criminal actions, police emergencies, fire emergencies, ambulance service, or other types of assistance can be obtained by calling the Security Office at (423)652-4333 (off campus), extension 4333 (on campus), (423)340-4333 (cell), or calling 911 for Police, Fire, and Emergency Medical Services. King University encourages students, staff, faculty, or guests to request assistance from a local law enforcement agency when reporting criminal activity. The Security Office will assist that person in any way possible to make the appropriate contact by directly contacting law enforcement, acting as a witness, or providing information to assist in the law enforcement investigation. When a person files a complaint, all pertinent information is obtained and officially documented in an Incident Report. All Incident Reports are maintained by the Security Office.

Reporting an Emergency

In addition to suspected criminal behavior, all members of the University community are encouraged to report situations that may be an emergency to the Security Office.

You can report an emergency in the following ways:

- Main Campus - Call extension 4333, 423-652-4333, or 423-340-4333 to contact Security, 24 hours a day, 365 days a year.
- Main Campus - Call 911 to report emergencies directly to the Bristol Tennessee Police, Fire and Emergency Medical Services. If calling 911 while on campus, also call Security at extension 4333 so we can expedite the emergency response.
- Report incidents directly to any Security Officer or report incidents in person at the Security Office located in the Parks Hall basement on the street side of the building.

The main campus Security Office is open 24 hours a day, 365 days a year. However, the office is only staffed for varying hours. Please call 423-652-4333 if no one is in the office.

Upon receipt of a call reporting an emergency, Security officers will immediately facilitate the response of the appropriate emergency response personnel.

If a person is unable or unwilling to make a report to the security office, he/she may make a report to any official at the University. The security office will accept a report of an emergency from any member of the University community. If you do not want to report an emergency directly to the Security Office, then it is strongly recommended that this report be made to one of the following Campus Security Authorities.

- Vice President of Student Affairs/Dean of Students 423-423-652-4740
- Coordinator of Residence Life 423-652-4743

Immediate emergency notification communications:

If there is an immediate threat to the health or safety of students or employees occurring on campus:

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring "on campus" The campus community will be notified without delay. 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 the emergency.

The Director of Safety and Security, Vice President for Student Affairs, or the Vice President for Administration & Finance and Chief Financial Officer in the event of an emergency will:

- Confirm that there is a significant emergency or dangerous situation related to the health or safety of students or employees.
- Without delay, and 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 the emergency.
- Determine the appropriate segment or segments of the campus community to receive a

notification.

- Determine the content of the notification; and initiate the notification system.

Emergency notifications may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, natural gas leaks and hazardous spills
- Power outages and utility failures
- Campus closure
- Violent civil disturbances and demonstrations
- Criminal violent behavior
- Explosions on campus
- Terrorism incidents
- Weather incidents

Procedures for disseminating emergency information to the campus and larger community:

During an emergency King University may use one or all of the following notification systems.

- Text Messaging
- Mass email
- Telephone Trees
- Public announcements through local news media
- Posters and Flyers
- Runners
- University website postings

Emergency Procedure Drills or System Tests

Annually, the University will conduct scheduled drills, exercises, and appropriate follow-through activities, designed for the assessment and evaluation of emergency plans and capabilities that may include but are not limited to the following.

- A drill is a coordinated, supervised exercise activity, normally used to test a single specific operation or function. With a drill, there is no attempt to coordinate organizations or fully activate the Emergency Operations Center (EOC).
- A tabletop exercise is a facilitated analysis of an emergency in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined.
- A functional exercise is a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. The exercise tests multiple functions of the organization's operational plan. It is a coordinated response to a situation in a time-

pressured, realistic simulation.

- A full-scale exercise simulates a real event as closely as possible. It is an exercise designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions. To accomplish this realism, it requires the mobilization and actual movement of emergency personnel, equipment, and resources. Ideally, the full-scale exercise should test and evaluate most functions of the emergency management plan or operational plan.
- Emergency procedure tests may be announced or unannounced. All documentation related to testing of emergency procedures will be forwarded to all University Vice Presidents and kept on file in the Safety and Security office. The documentation of each test must be kept on file for seven years.

Disclosure of Emergency Response Procedures

- The University's emergency response procedures will be publicized every year in conjunction with at least one annual test that is separate from the disclosure in the annual security report.
- Disclosure of emergency response procedures may be conducted by but not limited to the following: poster campaigns, flyers, e-mails, or media releases.

Timely Warnings:

Consistent with current laws or an incident that, in the judgment of the Director of Security or the Director's designee, constitutes an ongoing or current threat to the campus community, a campus-wide "timely warning" will be issued. The warning will be issued through the University e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director or designee may notify the area coordinator of each residence hall and each University Office head for verbal notification of students and The University uses a text messaging service to notify the community in the event of an emergency. The text notification will include critical details and instructions to assist in the safety of individuals who may be affected by an emergency event. Campus community members may sign up for this service on the web at <https://www.king.edu/about/offices/security-and-safety/>.

Escort Service:

Security Officers provide an escort service to anyone on campus during the late evening or night by dialing 423-652-4333, or 423-340-4333. Escort services are not offered by King University at the offsite instructional location.

Access to institutional facilities and programs:

King University provides an open campus for students and the community. An open campus affords freedom of movement for the University community, but it also means anyone can traverse the campus without arousing much suspicion. It is essential that every student take some precautions to avoid unfortunate incidents with unwelcome campus visitors.

Students are urged to keep watch on each other's vehicles and to help control access to their residence halls by re-securing outside doors when they have been opened and by taking notice of any strangers wandering about and reporting suspicious activity to security.

Campuses and facilities of King University are private property and are restricted by local, state, and federal laws, King University Policy, and the policies of the property owners in the cases of classes taking place other than on the main campus. King University property is restricted to students, faculty, staff, and guests of the University except when part or all of the campus, its buildings, or facilities, are open to the general public for a designated time and purpose or when non-affiliated groups, organizations, or individuals have been granted approval. The E.W. King Library, located on the main campus, is open to the general public. All persons on campus including students, faculty, staff, visitors, and guests shall be subject to all rules and regulations of the University and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on campus agree by such operation to be subject to King University rules, regulations, policies, and procedures on traffic and parking. All persons on campus shall provide adequate identification upon request to appropriate officials and security personnel of the University. Personnel and students of the University who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus and may be subject to lawful removal and prosecution.

Student housing available:

King University offers housing for a maximum 424 students with four female residence halls and one male residence hall. If a change is requested because of a roommate conflict, the roommates will be expected to have exhausted all means of solving the problem prior to contacting the area coordinator (AC). The AC will seek to resolve any conflicts between roommates before permission is granted to move. If a change is approved, the resident must make an appointment with his or her RA at least one day ahead of time in order to check out. It is also important to do the same thing with a new RA before moving in order to move into a new room. The Residence Life Office reserves the right to change or alter living arrangements in the residence halls when deemed appropriate. If a space becomes available, a new roommate may be assigned unless a specific roommate is requested. If a resident refuses to accept an assigned roommate or attempts to force the roommate out of the room, that student may lose his or her housing privileges. Living together is an educational experience, and through personal growth, one can look forward to increasing good personal relationships.

Housing is not offered at any off-site instructional location.

Security of entrances to student housing facilities, including security features used to secure doors and windows in students' rooms:

All residence halls located on the King University campus are locked twenty-four (24) hours a day, year-round, with entrance to the buildings by university identification card only. Doors and windows of student rooms are fitted with standard locks and are the responsibility of students to secure.

The number of employees, including security personnel, assigned to the student housing facilities, which shall include a description of their security training:

Residence Life Personnel and Training

King University has three (3) full-time live-in Residence Life professionals within its student housing facilities.

King University also employs twenty-four (22) paraprofessional students as resident assistants.

All professional staff participate in security and emergency response training, typically beginning two weeks prior to the arrival of student staff. Security training includes crisis response training, emergency protocol, and comprehensive referral training. Residence Life staff are trained extensively on how and when to contact University security and/or local law enforcement. Paraprofessional security training begins as early as ten days prior to the first day of class and includes much of the same crisis and emergency response training as the professional staff. In addition to training, which occurs at the beginning of the academic year, the entire Residence Life staff participates in refresher training sessions throughout the academic year where all aspects of the security training are revisited and updated throughout the year.

Security Personnel and Training for Security Officers Assigned to Residence Halls

No security personnel are assigned to resident halls; however, security officers patrol the resident halls when appropriate.

Special security procedures for housing students during low-occupancy periods such as holidays and vacation periods:

King University maintains on-call professional staff at all times during breaks and holidays when students are residing in University residence halls. Residence Life protocol mandates that no less than one Residence Life professional be on-call at all times during any break or vacation when students are present. Professional staff members are equipped with a pager and cell phone and have these numbers well-publicized throughout the residence halls. During breaks in which the residence halls remain open, each residence hall is staffed with at least one paraprofessional staff member who is required to do rounds and is trained in emergency response protocol. All residence halls will be closed during Christmas and Spring Break. Students are expected to vacate their rooms according to the dates and times listed in the campus calendar.

Students are responsible for arranging their off-campus housing when the residence halls are closed. Only students who are part of an approved University group or organization may remain in residence halls past the cut-off date or come back early before residence halls officially open. This approval must be given by the Residence Life Office to the supervisor or leader of the particular group. Students may be asked to move to another residence hall, depending on the AC on duty. These decisions are left to the discretion of the Director of Residence Life.

The housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education.

To ensure the security of the residence hall, protect personal belongings, and provide a courtesy to roommates and other residents, all overnight guests should be checked in with the AC and RA on that hall by the host. Overnight guests are allowed, but they must be of the same gender as the residents, and they are expected to adhere to the Community Life Standards of the University. For guests of the opposite sex, arrangements may be made with friends in another living area. Students are responsible for the conduct of their guest(s). Normally no charge is made for guests who stay in student's rooms. Guests are not permitted to stay more than three nights except by special permission of the AC. The University reserves the right to deny any guest, including students living in another residence hall, if such action is determined to be in the best interest of the residents or the University. There are a limited number of guest rooms available on campus. These rooms are for housing parents and other family members only. Housing arrangements for guest rooms may be made through the Student Affairs Office.

Family members are always welcome to briefly visit with their son, daughter, or sibling in their room after an AC or RA on the hall has been notified.

Campus sexual assault programs to prevent sex offenses and procedures to follow when a sex offense occurs:

STATEMENT ON NON-DISCRIMINATION

King University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

PURPOSE AND OVERVIEW

The purpose of this Relationship Conduct Policy is to provide a single reference document for students, faculty, staff, and others affected by relationship misconduct to find information regarding King University's rules, policies, and procedures. Pursuant to its obligations under Title IX, King University adopts and publishes the grievance procedures contained herein to provide prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX following a process that complies with 34 CFR § 106.45 for formal complaints.

King University expects all members of its campus communities to conduct themselves in a responsible manner that shows respect for others and for the community at large. Students, faculty, staff, and all other employees are subject to King University policies (including this Relationship Conduct policy) and to various local, state, and federal laws that regulate civil conduct. King University is also bound by and follows all applicable laws. King University's proceedings are separate from civil litigation or criminal arrest and prosecution, and may be carried out prior to, simultaneously with, or after civil or criminal proceedings.

King University intends to provide a safe and welcoming campus environment. In accomplishing this, King University seeks to provide safety, privacy to the fullest extent possible, and support to victims of any crime or violation of this policy. King University will offer educational programs to promote the awareness and prevention of assault, violence, harassment, and any other type of relationship misconduct. Reports of relationship misconduct will be taken seriously, and incidents will be responded to appropriately and in a timely manner.

King University is bound by federal and state laws, including but not limited to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and Title VII, which prohibits discrimination on the basis of multiple categories such as race, color, national origin, ethnicity, creed, sex, or religion. Sexual harassment, including acts of sexual violence, is a form of sex discrimination. King University is committed to complying with all such laws and providing a safe campus environment for all.

This Relationship Conduct Policy is applicable on campus and off campus, and affects all relationships within the King University community, including conduct by or affecting students, faculty, and staff. Conduct toward persons outside the King University community may be considered a violation of this policy if King University concludes there is a sufficient connection between the conduct and King University to warrant the University taking action.

Definitions of key terms referenced throughout this document are provided as an appendix.

UNIVERSITY CONTACTS FOR REPORTING

Students and employees may report any behavior believed to be a violation of the Relationship Conduct Policy to any of the following:

Holly Aceves, Director of Employee Relations
Title IX Coordinator
1350 King College Road, Bristol, TN 37620
E.W. King Building Room
hlaceves@king.edu
423.652.4785

Additionally, a report can be filed at any time by contacting the Office of Safety and Security at 423-652-4333. The security officer receiving the report will notify the Title IX Coordinator.

REPORTING A VIOLATION OF THIS POLICY

Persons who feel they have been victims of any violation of any section of this policy have several options for reporting a violation.

Students may report any behavior believed to be a violation of the Relationship Conduct Policy to the Vice President for Student Affairs and Dean of Students; the Title IX Coordinator; or the Assistant Title IX Coordinator. Note: See contact information above. All employees are expected to be knowledgeable about the process for reporting complaints as well as referral sources for students, such as those provided by the Counseling Center and the Chaplain's Office.

Employees may report any behavior believed to be a violation of the Relationship Conduct Policy to direct supervisors, the Title IX Coordinator, or the Assistant Title IX Coordinator. Supervisors are expected to be knowledgeable about where and how to report an employee complaint. This policy does not require employees to report an incident to direct supervisors before reporting an incident to the Title IX Coordinator or the Assistant Title IX Coordinator.

King University has developed a Relationship Conduct Policy Complaint Form for use in reporting alleged violations of this policy. Use of the Complaint Form is encouraged, but not required. The complaint process may begin with an oral statement, but at some point, it may become necessary to commit the complaint to writing. In instances where the Title IX Coordinator or Assistant Title IX Coordinator may be implicated in the alleged violation, the employee should forward the complaint to the remaining person not implicated in the alleged violation or to the King University President. All complaints will be investigated with due consideration of a complainant's wishes.

Title IX requires that King University must respond when it has actual knowledge of sexual harassment that occurred within the University's educational programs or activities against a person in the United States. King University must investigate the allegations in a formal complaint.

Confidential and Anonymous Reporting

King University encourages those who have suffered from a violation of this policy—especially victims of sexual violence—to talk to someone about what happened so that victims can get the support they need and that the University can respond appropriately.

Certain employees on campus can maintain victims' confidentiality. Counselors employed with the King University Counseling Center (423-652-4742) and the University Chaplain (423-652-4708) are available for confidential discussions about these matters.

Counselors and the Chaplain can maintain absolute confidentiality in all but the rarest circumstances (such as sexual abuse of a minor). Discussing a violation of this policy with a counselor or the Chaplain does not constitute reporting the violation and will not result in an investigation into the allegation without a victim's consent.

However, to make a report of a violation of this policy that will result in the University investigating the incident, students should contact the Vice President for Student Affairs and Dean of Students, the Title IX Coordinator, or the Assistant Title IX Coordinator.

Employees wishing to make a report of a violation of this policy should contact direct supervisors, the Title IX Coordinator, or the Assistant Title IX Coordinator.

Additionally, for confidential discussions that do not result in a report to King University, students and employees may contact off-campus resources such as Abuse Alternatives (423-764-2287).

The Campus Conduct Hotline is available 24 hours a day, seven days a week to report possible violations of this policy. Because the hotline is operated by an independent organization, any calls made through this hotline are completely confidential and anonymous. The toll-free number for this hotline is **866-943-5787**.

Reporting Criminal Behavior

To report criminal behavior, students and employees may wish to contact the appropriate law enforcement agency. For crimes that occur on the Bristol campus or elsewhere in Bristol, Tennessee, students and employees can contact the Bristol Tennessee Police Department at 423- 989-5600 or by dialing 911.

Persons reporting complaints may request that a King University representative assist them in reporting to the police department and throughout the remaining process. Law enforcement may always be contacted, regardless of any other actions reporting persons choose to take under this policy. It is important to preserve evidence as may be necessary to the proof of a crime.

Reporting an incident of criminal behavior to an off-campus law enforcement agency does not constitute filing a report that results in a King University investigation into the incident and does not fulfill an employee's mandatory reporting duties, unless the report is also made to King University personnel (other than a counselor or the

Chaplain).

Seeking Support

There are King University representatives and local service agencies available for consultation or counseling. Any of these persons or services may be contacted confidentially and ‘off the record’ and can explain available options. Seeking support from the persons and services listed below does not constitute reporting an incident to King University and will not fulfill an employee’s mandatory reporting duties.

- King University Counseling Center 423-652-4742
- King University Chaplain 423-652-4708
- Abuse Alternatives 423-764-2287

Policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs:

Drug and alcohol abuse greatly reduces the effectiveness of the academic environment. The abuse not only endangers the abuser but also jeopardizes the health and safety of others. Pursuant to the United States Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), King University’s statement on Drug-Free Campus prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs on the King University campus, in the workplace (on or off campus), on property owned or controlled by King University, or as part of any activity of King University.

State Law prohibits persons under the age of 21 from drinking alcoholic beverages. Any student under the age of 21 observed on King University property in possession of, under the influence of, or consuming alcoholic beverages will be reported to the appropriate law enforcement agency according to *Tennessee Code Annotated 49-7-2207 Reporting of students*. Alcohol and drug abuse counseling is available on campus, for students, faculty, and staff through the King University Counseling Center. Resources for counseling off campus are also available and are available in the Counseling Center and the Student Affairs Office.

A statement on an applicant or employee with a criminal history:

All new King University employees undergo a criminal background check. An employee with a conviction for a criminal offense will be subject to review by the Director of Safety and Security and the Vice President for Administration & Finance and Chief Financial Officer. When such conviction affects the performance of an employee or poses a threat to the campus community, the employee may be subject to termination or reassignment at the direction of the Vice President for Administration & Finance and Chief Financial Officer. These standards also apply to criminal convictions after the achievement of employee status.

A statement of policy regarding firearms and other dangerous weapons on campus:

Felony: State Law prescribes a maximum penalty of six(6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.

Unless otherwise permitted under applicable local, state, or federal law, the possession and/or use of weapons is strictly prohibited:

- On University property, unless otherwise permitted under Tennessee Code Annotated 39-17-1313.
- In any University building unless otherwise permitted by this policy.
- In a University-owned, rented, or leased vehicle.
- While participating in any King University-sponsored activities.

A weapon is defined as, but not limited to: firearms, ammunition, knives with a blade length exceeding four inches (4”), air rifles, BB guns, or any weapon which is a reproduction of a firearm; razors and razor blades, except those used solely for personal shaving; and any sharp pointed instrument, except unaltered nail files, clips and tools used solely for preparation of food, instruction and maintenance.

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, switchblade knife, blackjack, knuckles or any other weapon of like kind not included, but are not limited to, martial arts equipment; stun guns, paintball guns, slingshots, crossbows, bow and arrows; and items manufactured, altered, or used to cause another item to become a projectile or item used in a manner that caused the threat of or actual bodily harm. (i.e) potato gun, etc.).

Note: Under Tennessee Code Annotated 39-17-1309(c)(1), students who are members of the reserve officers training corps or students enrolled in a course of instruction of members of a club or team who are required to carry arms or weapons in the discharge of their official class or team duties or exempted from this rule.

Note: Under Tennessee Code Annotated 39-17- 1313, the holder of a valid handgun permit recognized in Tennessee may transport and store a firearm or firearm ammunition in the permit holder’s privately owned motor vehicle while on or utilizing any public or private parking area if: (1) The permit holder’s vehicle is parked in a location where it is permitted to be, and (2) The firearm or ammunition being transported or stored in the vehicle, (A) Is kept from ordinary observation if the permit holder is in the motor vehicle: or (B) Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person’s privately owned motor vehicle or a container securely affixed to such vehicle if the permit holder is not in the vehicle. **This only applies to the legal carrying of a handgun; it does not permit the carrying of a rifle or shotgun on University property.**

The carrying of a weapon on the institution’s property is a violation of King’s policy and state and federal law. Carrying a weapon on campus will result in campus discipline and the offender may be referred to local law enforcement for criminal charges.

For the purpose of personal self-defense, the carrying of one pocket-sized chemical device containing less than one ounce of chemical that is not ordinarily capable of lethal use or causing serious bodily injury but is intended to produce temporary physical discomfort through being vaporized or otherwise dispensed in the air is not prohibited. However, a chemical device that is carried or used in any manner other than personal self-defense is considered a violation of the institution’s weapon policy. All members of the campus community should immediately report any weapons violation to Campus Security. “Chemical Device” means any aerosol container or

other device that is capable of emitting chloroacetophenone(CN), orthochlorobenzalmalononitrile(CS), or oleo resin capsicum(OC), or any combination or derivative thereof, in a vapor or liquid form. Common names for such devices include, but are not limited to: pepper spray, mace, tear gas, OC, CS and CN. Weapons used for educational purposes must be approved by the Director of Security, VP for Academic and Vice President for Administration & Finance and Chief Financial Officer. King students are responsible for guests who accompany them to campus. Nothing in this section shall apply to law enforcement officers and/or security officers approved by the institution in compliance with state and federal law. Any weapon used for instruction purposes must be checked in the Security Office before use in the classroom.

Description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be aware of their own security and the security of others:

Programming through the Security Office, the Residence Life Office, and new student orientation helps students to be aware of the need for each person to be responsible for their own security and the security of others. Students and employees of King University are reminded that they are ultimately responsible for their own security and are encouraged to immediately report any criminal activity observed.

Further, the Director of Security or his representative provides safety information at various times and locations each year, including but not limited to the following topics: sexual assault, dating violence, and general safety.

Security considerations used in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting:

The Security Office continuously monitors outdoor lighting, door locks, windows and any maintenance problems that might affect the safety and security of the campus community. Fire extinguisher and fire alarm inspections are periodically performed in all buildings owned or operated by the University.

Policy for Response to a Missing Student

The investigation and resolution of missing person cases are the responsibility of the law enforcement community. When a student is reported to a King University official the University has the responsibility to ensure the privacy of members of the campus community is protected and will immediately confirm by all available means that a reported missing person is actually missing before reporting to police. *This policy does not in any way deter anyone from reporting a person missing directly to the police.*

The difficult problems surrounding missing persons cases demand from the King University community a prompt, informed and uniform response. It is imperative that missing persons reports be given a high degree of priority and treatment. All available University resources must be utilized in an appropriate fashion to ensure that all necessary steps are taken to protect our persons who may be reported missing. To better accomplish this objective the following policy outlines the basic steps members of the King University staff should take when a student is reported missing. The purpose of this policy is to insure the health and safety of the campus community as a whole.

This policy is influenced by state and federal law “37-10-201. Short title - Part definitions (b) (1) "Child" means any person under twenty-one (21) years of age / 37-10-202. Initial missing child report - Statement of identification information / Suzanne's Law" *Section 3701(a) of the Crime Control Act of 1990 (42 U.S.C. 5779(a))*” / Higher Education Opportunity Act, *Public Law 110-315*, 2008 amendments. Upon receipt of a report of a missing person, the Campus Security Office and the Student Affairs office will conduct a thorough and timely investigation to determine the safety and current location of the person. If the missing person is a student, the investigating officer will contact and help coordinate the investigation with the Bristol Tennessee Police Department. The University will utilize this same policy in the event other campus community members such as faculty, staff, prospective students or other visitors to campus who are reported missing.

Policy Notification

Within Annual Security Report the University will publish a policy and procedures for missing student notification. In addition to the Annual Security report via the internet the University will:

- Provide students with a list of titles of the persons or organizations to which individuals should report that a student is missing.
- A statement that each student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- A statement of procedures for registering a confidential contact person
- A statement that advises all students, even if they have not registered a contact person, that the local law enforcement will be notified that the student is missing.
- A statement that advises students less than 18 years of age and not emancipated that their parent or guardian must be notified if the student is reported missing.
- A statement that requires that official missing student reports be referred immediately to an institutional police or campus security Office or local law enforcement.
- A statement of specific procedures that the institution must follow when a student is determined to have been missing.

Procedure for Response to a Missing Person

Reporting

An individual will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding

the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to an Office other than the Campus Safety Office, the staff member receiving the report will ensure that the Campus Safety Office and/or the Student Affairs office is contacted immediately.

- Any member of the campus community who has reason to believe a person is missing may notify one of the following individuals:
 - Campus Security
 - Director of Safety and Security
 - Area Coordinator
 - Assistant Dean of Residence Life
 - Dean of Students
- Any faculty, staff member, or resident assistant who receives a report of a missing person must immediately notify one of the following individuals:
 - Campus Security
 - Director of Safety and Security
 - Dean of Students
 - Vice President for Student Affairs

Investigation

- The Director of Security and/or Dean of Students and/or the Vice President for Student Affairs will immediately obtain the following information for a campus missing person report:
 - Missing person
 - Name
 - Date of birth
 - Photograph
 - Campus address and telephone number, Off campus address and telephone number if student is a commuter
 - Home address and telephone
 - Class schedule
 - Vehicle information
 - Person reporting person missing
 - Name
 - Date of birth
 - Campus address and telephone number, Off campus address and telephone number if student is a commuter
 - Home address and telephone

- The Director of Security and/or the Dean of Students and/or the Vice President for Student Affairs will immediately conduct a search of the campus, consisting of but not limited to the following:
 - Contact all professors of classes within the last time the person was seen if the missing person is a student
 - Contact roommates and residential assistants within the person's residence hall, if the missing person is a student
 - Contact roommates if the person lives off-campus
 - Contact faculty advisors and/or coaching staff if the missing person is a student
 - Contact with supervisor and or coworkers
 - If an immediate campus search confirms the person is missing, contact the parents and/or family members of the person reported missing to confirm that the person's location is unknown.
- If immediate campus search is negative, the person's parents and/or family members confirm that the person's location is unknown, no contact is made with the missing person: The Director of Security and/or the Dean of Students and/or the Vice President for Student Affairs will immediately contact:
 - The Bristol Tennessee Police Department.
 - Notify the office of Marketing and Development, which will make the appropriate contacts on and off campus, including all media contacts.