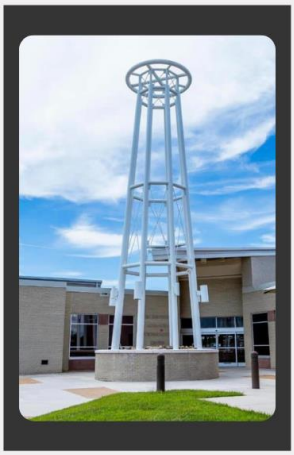
Volunteer State Community College

# 2023 Annual Security Report



Information for the 2022-2023 Academic Year

www.volstate.edu

The Volunteer State Community College Campus Police Department prepares the Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Act of 1965. The report is the product of a college-wide effort prepared in cooperation with the Office of Student Services, Office of Human Resources, and local law enforcement agencies surrounding our campuses. Campus crime, arrests, and referral statistics include those reported to campus officials and local law enforcement agencies. Information for the Gallatin, Cookeville, Livingston, and Springfield Campuses is included in this report. *Reference Code of Federal Regulations 34 CFR §668.46(b)(2)(ii)*

Publication **15723-2012** Volunteer State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights laws and regulations and by Tennessee Board of Regents policies with respect to all employment, programs, and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Vice President of Human Resources, eeo@volstate.edu, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592. Volunteer State Community College's policy on non-discrimination can be found at https://www.volstate.edu/non-discrimination-policy.

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# Message from Chief Joe Pennington

As the Chief of Campus Police, it is my responsibility to present our annual college crime report. It is both a privilege and a solemn responsibility to provide you with a comprehensive overview of the safety and security measures in place on our campuses. This report not only reflects our commitment to transparency but also serves as a testament to our unwavering dedication to creating a safe and nurturing environment for our students, faculty, staff, and guests.

Over the past year, our campus community has faced unique challenges, from adapting to new learning and working environments to addressing the ever-evolving landscape of safety concerns. It is within this context that we have tirelessly worked to uphold our core mission: to protect and serve.

Our journey toward a safer campus is ongoing, and we remain steadfast in our pursuit of excellence. As we delve into the details of this report, I encourage you to consider it not just as a collection of statistics but as a reflection of our shared commitment to fostering a campus community that is secure, welcoming, and conducive to personal and academic growth.

Thank you for entrusting us with the responsibility of ensuring your safety, and I look forward to our continued partnership in making our campus a model of security and well-being.

# What is the Jeanne Clery Act?

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. To comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The purpose for Clery Act began back in 1986, when 19-year-old Lehigh University student Jeanne Clery was brutally raped and murdered in her dorm room by another student. At the time, only 4% of colleges and universities reported crimes on their campuses to the FBI. Jeanne's parents believed she would have been more cautious had she known about other violent crimes in the area.

## Requirements

The Clery Act requires colleges and universities to:

- Record campus crime and fire logs daily.
- Publicize crime and fire logs in an Annual Security Report (ASR) by October 1.
- Issue timely warnings where there are known risks to public safety on campus.
- Disclose campus safety and crime prevention policies and procedures.
- Conduct prompt, fair, and impartial disciplinary proceedings.
- Give written explanations to victims of their rights and options.

Vol State implements and maintains policies and procedures that follow the reporting requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Act of 1965 (HEA). These two pieces of federal legislation provide guidance in disseminating certain types of information to campus communities and to the public. Because the Clery Act and Higher Education Act encompass several areas of campus responsibility, the College has utilized the Campus Police Department to issue information that pertains to the criminal reporting requirements and policies of these two federal laws.

# Vol State Campuses and Clery Geography

The definitions for these geographic categories are Clery Act-specific and are the same for every institution regardless of its physical size or configuration.

**On Campus** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property** – All public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus buildings or property** – Any building or property owned

or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Vol State Campus Police Department is the agency responsible for law enforcement services at all Vol State sites. Information regarding policies and access is the same for all sites. Comments, concerns, or questions about police and security services should be communicated to Vol State Chief of Police Joe Pennington by email at joe.pennington@volstate.edu or phone (615) 230-3595.

## Gallatin Campus

Vol State Gallatin campus is located at 1480 Nashville Pike, Gallatin, TN 37066. This is considered Volunteer State's main campus. The main campus of Vol State is comprised of eighteen buildings. Crimes and other emergencies at this location shall be reported to Vol State Campus Police Department.

## Regional Campuses

According to Clery's specific definition, a separate campus or branch campus is a location of an institution that is geographically apart and independent of the main campus. A location of an institution is considered independent of the main campus if the location is permanent in nature, offers courses in educational programs leading to a degree or other recognized educational credential, has its own faculty and administrative or supervisory organization, and has its own budgetary and hiring authority. Crimes and other emergencies at Vol State's separate campuses shall be reported to Vol State Campus Police Department .

Vol State's branch campuses are:

## Vol State at Cookeville

1000 Neal Street
Cookeville, TN 38501

## Vol State at Livingston

113 Windle Community Road
Livingston, TN 38570

## Vol State at Springfield

150 Laureate Avenue
Springfield, TN 37172

# On-Campus Resources

To report a crime or other emergency-related incident occurring on or near Vol State campuses, call:

Gallatin Campus Police
(615) 230-3595

Cookeville Campus Police
(931) 520-4616

Livingston Campus Police
(931) 462-5216

Springfield Campus Police
(615) 433-7041

Officers are available at each of our campuses during operating hours.

# Off-Campus Resources

## Gallatin

- Sumner County ECC (Police, Fire, Medical) (615) 451-3838
- Sumner Regional Medical Center (615) 328-4084

## Cookeville

- Cookeville Police Department (931) 526-2125
- Putnam County ECC (EMS and Fire) (931) 528-1555
- Cookeville Regional Medical Center (931) 528-2541

## Livingston

- Livingston City Police Department (931) 823-6496

- Overton County Sheriff's Department
  (931) 823-5635
- Overton County Medical Center
  (931) 823-1266

## Springfield

- Robertson County ECC (Police, Fire, Medical) (615) 384-4911
- Northcrest Medical Center
  (615) 384-2411

# Sexual Violence Reporting

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College prohibits sex discrimination, sexual harassment, and sexual misconduct on all its campuses and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct in accordance with college policy. Sexual misconduct includes Title IX Sexual Harassment, dating violence, domestic violence, sexual assault, and stalking.

**All incidents of sexual misconduct and sexual violence at all campus sites should be reported to:**

Vol State Title IX/EEO Coordinator
1480 Nashville Pike
Gallatin, TN 37066
(615) 230-3592
titleIXcoordinator@volstate.edu

Reports of sex discrimination, sexual harassment, or sexual misconduct may be made at any time (including during non-business hours) by using the contact information above.

## Confidential Reporting

Reference Code of Federal Regulation 34 CFR §668.46(b)(2)(iii)

Vol State does not employ pastoral counselors, professional counselors, medical providers, or other persons acting in roles that create confidential relationships. Any employee or student at Volunteer State Community College who receives information about a crime must report such information to the Campus Police Department. Information reported to Vol State Campus Police will be treated as confidential during the investigative phase, except as required by law. The Campus Police Department cannot hold reports of crime in confidence.

A list of additional community resources may be obtained from the College's Title IX web page https://www.volstate.edu/hr/title-ix or the Advising Center located in the Ramer Administration Building (Room 141) or by calling 615-230-3702. If the victim chooses to report the incident in a confidential manner, the College may be unable to investigate the matter or pursue disciplinary action against the alleged offender.

Anyone wishing to make a confidential report is encouraged to contact one of the following resources:

- Crisis Intervention Center; 1-615-244-7444; Any Counseling Need
- Sexual Assault Hotline; 1-800-879-1999; Sexual Assault
- Substance Abuse Hotline; 1-800-677-8209; Substance Abuse
- Mobile Crisis; 1-800-704-2651; Suicidal, homicidal, or psychotic

## Hotlines

Tennessee Coalition to End Domestic and Sexual Violence 1-800-356-6767

Adult Protective Services 1-888-277-8366

Crime Victim Compensation Program 1-615-741-2734

Tennessee Justice Center 1-877-608-1009

## Websites

National Domestic Violence Hotline *https://www.thehotline.org/*

Male Survivor *https://malesurvivor.org/*

RAINN *https://www.rainn.org/*

Department of Justice *https://www.justice.gov/ovw/sexual-assault*

Department of Education, Office of Civil Rights
*https://www2.ed.gov/about/offices/list/ocr/index.html*

NOVA National Organization for Victim Assistance *https://www.trynova.org/*

Vol State Community College Prevention *https://www.volstate.edu/prevention*

Vol State Community College Behavioral Intervention Team (BIT)
*https://www.volstate.edu/students/behavioral-intervention-team*

# Emergency Notification

In the event a crime occurs that poses a threat to the campus community or a significant emergency/dangerous situation that involves an immediate threat to the health or safety of the campus community, the Campus Police Department shall warn students, employees, and guests. The warning will be distributed as soon as possible after an incident is reported to the Campus Police Department.

Warnings will be communicated through one or more of the following methods:

- Email to faculty, staff, and students
- Emergency Text Alerts – Campus Specific Text Alerts or all campuses depending on the threat https://www.getrave.com/login/volstate
- Public Announcement System will be used if it does not compromise the efforts to mitigate the situation
- Social Media Outlets
- College Website: Vol State https://www.volstate.edu/

# Vol State Campus Police Department

## Mission

The mission of Volunteer State Community College Campus Police Department is to ensure the safety and well-being of all members of our academic community. We are dedicated to fostering a secure and inclusive campus environment that promotes

learning, collaboration, and personal growth. Our department is committed to upholding the highest standards of professionalism, integrity, and respect as we serve and protect the campus community.

## Authority and Jurisdiction

Reference Code of Federal Regulation 34 CFR §668.46(b)(4)(i)

Vol State's Campus Police Department is an independent law enforcement agency recognized by the Federal Bureau of Investigation and the State of Tennessee. The department is responsible for providing police and security services for the Gallatin, Cookeville, Livingston, and Springfield campuses. It consists of full-time and part-time campus police officers and unarmed campus security officers. The department also employs an administrative assistant and two dispatchers.

Vol State Campus Police Officers are commissioned pursuant to Tennessee Code Annotated ("T.C.A.") § 49-7-118, and Tennessee Board of Regents ("TBR") Policy No. 5:01:07:00. All police officers have graduated from a fully accredited law enforcement training academy and meet all minimum standards set for police officers by the State of Tennessee.

The department offers continuing education for its officers. Their training (pursuant to TBR Guideline No. P-100) meets the requirements of the Tennessee Peace Officer Standards and Training "P.O.S.T." Commission and includes mandatory annual 40-hour in-service training session (Chapter 1110-4, In-service Training Requirement).

Vol State Campus Police Officers have all the police powers necessary to enforce all state laws as well as rules and regulations of TBR and Vol State. They have the authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to their campuses. Reports received by the Vol State Campus Police Department involving potential student code of conduct violations may be forwarded to the Vice President of Student Services or designee for review and potential disciplinary action, as appropriate. Reports involving potential policy violations by an employee may be forwarded to the Title IX/EEO Coordinator for review and potential disciplinary action, as appropriate. Additional information obtained during an investigation will also be forwarded to the appropriate office.

## Working Relationships

Reference Code of Federal Regulation 34 CFR §668.46(b)(4)(i)

In compliance with Robert "Robbie" Nottingham Campus Crime Scene Act of 2004 and T.C.A §49-7-129 et. seq., the Vol State Campus Police Department will immediately notify the local law enforcement agency with territorial jurisdiction over the college, upon the notification or receipt of information, that a medically unattended death of a person or that any degree of rape has occurred on Volunteer State Community College properties. Each law enforcement agency will participate in a joint investigation of the death or alleged rape. Vol State Campus Police Department has a written Memorandum of Understanding with Gallatin Police Department regarding the enforcement of the laws of the State of Tennessee and

the jurisdiction of both agencies located in Gallatin, Tennessee that overlap to clarify the role and duties of each agency. Although the Campus Police Department does not have any other written Memorandum of Understanding with agencies in our service areas, each department is committed to seeing the goal of justice through to completion.

*Pictured is Vol State Campus Police Department partnering local agencies to host Brew with the Blue – a time of transparency and the opportunity to ask questions or voice concerns.*

## Simply stated we are:

- We are certified-sworn police officers employed by the college to protect the campus and surrounding areas and the students, staff, and guests.
- We employ a combination of full and part time police officers and security officers.
- We were established to provide a quicker response time to incidents on campus and to offer campus-specific services not available from local police departments.
- We are required to send out timely text messages and emails to the campus community of a major crime occurring on or near campus.
- We wear challenging hats - sometimes being a police officer, a campus mediator, a campus protector, a campus animal control officer, and a campus caretaker.
- We not only respond to criminal offenses, but we also respond to medical emergencies, fire alarms, and so on.
- We are required to notify the administration on certain matters and complete Matter of Record reports that a city police department is not required to complete.

## We are like city/county officers in that:

- We are both required to attend a police training academy.

- We have the same authority as city, county, or state police officers.
- We are required to attend 40 hours of annual in-service training.
- We transport prisoners to the same local jail and testify in the same courts.
- We work shift work, long hours, weekends, holidays, and during bad weather.
- We conduct traffic stops, issue citations, and investigate auto accidents.

# Crime on Campus Clery Crime Reporting

Reference Code of Federal Regulation 34 CFR §668.46(b)(1)

In compliance with the Clery Act, the Vol State Campus Police Department collects its own statistics of campus crime, arrests and referrals including those reported to student conduct, the Title IX/EEO Coordinator or their designee, and Campus Security Authorities (CSA's). The Clery Act also requires that institutions make a reasonable, good-faith effort to obtain Clery crime statistics from all local law enforcement agencies that have jurisdiction over Vol State's Clery geography for non-campus properties as well as public property within or immediately adjacent to Vol State campuses. Reference Vol State Policy IV: 30:14. Clery crime reporting covers the preceding calendar year, January 1 to December 31. The Vol State Campus Police Department annually compiles and submits all relevant crime statistics to the U.S. Department of Education by October 15th.

## Criminal Offense Definitions

Under the Clery Act, for the purposes of counting and disclosing criminal offenses, hate crimes, arrests and disciplinary referral statistics, crimes must be based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest, and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all the other UCR Program standards. For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that we must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations. It is possible that institutions may be asked to code incidents using different definitions for purposes other than Clery Act reporting. However, for Clery Act purposes, Vol State will classify and count reported incidents based on the definitions specified by the Clery Act.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury

results from an aggravated assault when a gun, knife or other weapon that could cause serious personal injury is used.

**Arrest**: Persons processed by arrest, citation, or summons.

**Arson**: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another. The Clery Act's definition of Arson does not require that any findings be made by a fire official before classifying the incident.

**Burglary**: The unlawful entry of a structure to commit a felony or a theft. An incident must have three conditions to be classified as burglary:

1. There must be evidence of unlawful entry (trespass) meaning the person did not have the right to be in the structure at the time the incident occurred. Both forceful entry and unlawful entry/no force are to be counted for Clery reporting purposes.
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
3. The structure was unlawfully entered to commit a felony or a theft.

**Consent**: An active agreement to participate in a sexual act. An active agreement is words and/or actions that indicate a willingness to participate in a sexual act. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

**Crime of Violence:** According to Section 16 of title 18 of the United States Code, the term "crime of violence" means:

> An offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
>
> Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

**Dating Violence:** 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. 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.

**Destruction/Damage/Vandalism:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property, without the consent of the owner or person having custody or control.

**Domestic Violence:** 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 cohabiting 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.

T.C.A. § 36-3-601 defines Domestic Abuse as:

"Abuse" means inflicting, or attempting to inflict, physical injury on an adult or minor by other than accidental means, placing an adult or minor in fear of physical harm, physical restraint, malicious damage to the personal property of the abused party, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by an adult or minor, or placing an adult or minor in fear of physical harm to any animal owned, possessed, leased, kept, or held by the adult or minor;

T.C.A. § 36-3-601 defines a Domestic Abuse Victim as:

> "Domestic abuse victim" means any person who falls within the following categories:
> Adults or minors who are current or former spouses.
> Adults or minors who live together or who have lived together.
> Adults or minors who are dating or who have dated or who have or had a sexual relationship. As used herein, "dating" and "dated" do not include fraternization between two (2) individuals in a business or social context.
> Adults or minors related by blood or adoption. Adults or minors who are related or were formerly related by marriage; or
> Adult or minor children of a person in a relationship that is described in subdivisions (5) (A)-(E).

**Drug Abuse Violations:** Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

T.C.A. § 39-17-417 defines the criminal offenses for drug violations as:

It is an offense for a defendant to knowingly: manufacture a controlled substance; deliver a controlled substance; sell a controlled substance; or possess a controlled substance with intent to manufacture, deliver or sell the controlled substance.

**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 their age or because of their temporary or permanent mental incapacity.

**Hate Crimes**: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability .A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

**Incest**: Sexual intercourse between two persons who are related to each other within degrees wherein marriage is prohibited by law.

**Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. A person is assumed to be placed in "reasonable fear" if they report threatening words or other conduct to law enforcement personnel.

**Larceny**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is defined as where one does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**Liquor Law Violations**: Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Manslaughter by Negligence**: The killing of another person through gross negligence. NOTE – deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence and traffic fatalities are excluded.

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

**Murder/Non-Negligent Manslaughter**: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by suicide, fetal deaths, traffic fatalities, accidental deaths, justifiable homicides, and assault with intent to murder and attempts to murder are excluded.

**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. The crime of rape will be included regardless of the age of the victim if the victim did not consent or was incapable of giving consent.

T.C.A. § 39-13-503 defines Rape as:

Rape is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances:

1. Force or coercion is used to accomplish the act.
2. The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration that the victim did not consent.
3. The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless; or
4. The sexual penetration is accomplished by fraud.

**Referred for Disciplinary Action**: The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

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

Essential elements of a robbery are:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a theft or larceny.

**Sexual Assault**: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

T.C.A. §36-3-601 defines a Sexual Assault Victim as any person, regardless of the relationship with the perpetrator, who has been subjected to, threatened with, or placed in fear of any form of rape, as defined in § 39- 13-502, § 39-13-503, § 39-13-506 or § 39-13-522, or sexual battery, as defined in § 39-13-504, § 39-13-505, or § 39-13-527.

**Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Stalking**: 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.

Course of Conduct means two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates with or about another person or interferes with another person's property.

**Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.**

Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

For Clery purposes, stalking must be reported as occurring at only the first location within the Clery geography in which:

- A perpetrator engaged in the stalking course of conduct; or
- A victim first became aware of the stalking.

T.C.A. § 39-17-315 defines Stalking as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

T.C.A. § 36-3-601 defines a Stalking Victim as any person, regardless of the relationship with the perpetrator, who has been subjected to, threatened with, or placed in fear of the offense of stalking, as defined in § 39-17-315.

**Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.

T.C.A. §39-13-506(b) defines Statutory Rape as:

The unlawful sexual penetration of a victim by the defendant or of the defendant by the victim when

1. The victim is at least thirteen (13), but less than fifteen (15) years of age and the defendant is at least four (4) years but less than ten (10) years older than the victim; or
2. The victim is at least fifteen (15), but less than eighteen (18) years of age, and the defendant is more than five (5) but less than ten (10) years older than the victim.

**Unfounded Crimes**: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

**Weapons: Carrying, Possessing, etc. Law Violations**: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use

of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

# Crime Statistics

Statistics for the following Clery Act - defined criminal offenses have been collected and included without regard to court findings, coroner or jury, or the decision of a prosecutor. The statistics are classified and counted based on calls for service, complaints, and investigations. The following pages provide statistics concerning crimes occurring on campus and on public property during the most recent calendar year and during the two proceeding calendar years.

## Statistics for On-Campus Student Housing Facility

Volunteer State Community College does not have residential facilities on any of its campus sites therefore no statistics are required.

## Statistics for Public Property

A reasonable, good-faith effort was made to collect statistics from local agencies. If an agency did not respond to our request, the table will reflect N/R representing No Response.

## Clery Hate Crime Statistics – All Campus Sites

Hate or biased related crime statistics are collected as well. A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender's bias. There were no reported Hate Crimes for the years 2022, 2021 or 2020.

## Unfounded Crime Statistics – All Campus Sites

To count a crime as unfounded for Clery Act purposes, the reported crime must have been a Clery Act Crime, reported to have occurred on Clery Act geography, thoroughly investigated by a sworn/commissioned police officer, and found through that investigation to be false or baseless, meaning the crime did not occur and was never attempted. There were no Unfounded Clery Crimes for the years 2022, 2021 and 2020.

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Murder/Non-Negligent Manslaughter | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Manslaughter by Negligence | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Rape | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Fondling | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Incest | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Statutory Rape | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Robbery | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Aggravated Assault | Gallatin | 2022 | 0 | 0 | 1 | 1 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Burglary | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Motor Vehicle Theft | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 1 | 1 |
| | | 2020 | 0 | 0 | 1 | 1 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Arson | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Domestic Violence | Gallatin | 2022 | 0 | 0 | 1 | 1 |
| | | 2021 | 0 | 0 | 1 | 1 |
| | | 2020 | 1 | 0 | 1 | 1 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Dating Violence | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Stalking | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 1 | 1 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Liquor Law Violation Referral | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Weapons Law Violation Referral | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Drug Law Arrests | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

| Offense | Campus | Year | On Campus | Non-Campus Buildings or Property | Public Property | Total |
|---|---|---|---|---|---|---|
| Liquor Law Arrests | Gallatin | 2022 | 0 | 0 | 1 | 1 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Drug Law Arrests | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |
| Weapons Law Arrests | Gallatin | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Cookeville | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Livingston | 2022 | 0 | 0 | 0 | 0 |
| | | 2021 | 0 | 0 | 0 | 0 |
| | | 2020 | 0 | 0 | 0 | 0 |
| | Springfield | 2022 | 0 | 0 | N/R | 0 |
| | | 2021 | 0 | 0 | N/R | 0 |
| | | 2020 | 0 | 0 | N/R | 0 |

# Daily Crime Log

The Clery Act requires institutions to create, maintain, and make available a daily crime log. The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the Campus Police Department. Criminal incidents are made available on the log within two business days of

receiving a report. The crime log is open to public inspection, free of charge, and available for the most recent 60-day period during normal business hours at the Gallatin, Cookeville, Livingston, and Springfield Campus Police Department offices.

# Tennessee Incident Based Crime Reporting - TIBRS

In compliance with the Tennessee "College and University Security Act" of 1989 (T.C.A. § Sections 49-7-2201 through 49-7-2207), all college and university law enforcement agencies are mandated to report all crimes that occur in Tennessee to the Tennessee Bureau of Investigation (TBI) in an effort to assist law enforcement, institution administrations, and government officials in planning their efforts to fight crime and continue to create an awareness that crime exists as a threat in our communities. TIBRS crime reporting differs from Clery Act crime reporting in those incidents are coded differently. TIBRS crime reporting does not meet all Clery Act requirements and the statistics for each will not correspond with one another. To view a full copy of TBI's publication "Crime on Campus 2022" including statistics from each institution, go to TBI's website or click the following link: https://www.tn.gov/content/dam/tn/tbi/documents/Crime%20on%20Campus%202022%20Final%20SECURED.pdf

# Sex Offender Registry

Reference Code of Federal Regulation 34 CFR §668.46(b)(12)

In accordance with the Campus Sex Crimes Prevention Act of 2000, Volunteer State Community College is providing a link to the National and Tennessee State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires registered sex offenders to provide notice to an institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution from the TBI's website listing of sex offenders located at TN Sex Offenders https://sor.tbi.tn.gov/home and National Sex Offender Registry https://www.nsopw.gov/ . *Pursuant to T.C.A. §40:39:201, members of the public are not allowed to use information from the registry to inflict retribution or additional punishment on offenders.*

Both Acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited

the disclosure of such personal information. Since laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

The College does not inquire as to whether or not students entering the college have been arrested or convicted of a crime. However, if such information is brought to the college's attention, the admittance of the student to the college will generally be reviewed by appropriate administrative personnel on a case-by-case basis.

# Crime Reporting Procedures

Reference Federal Code 34 CFR §668.46(b)(2) and 34 CFR §668.46(b)(4)(ii)

Volunteer State Community College recognizes the need to promote a safe and secure environment for all faculty, staff, and students as well as guests or entities using the College's properties. Accurate and prompt reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate and assists in compiling accurate crime statistics as required by the Clery Act, Vol State Policy IV:30:13 and T.C.A §49-7-2201 et. seq. It is imperative that all crimes and suspicious activity be reported to Vol State Campus Police and appropriate police agencies, when the victim elects to or is unable to make such a report, promptly and accurately. "Unable to report" is intended to empower victims to make the decision about whether and when to report a crime, and to encourage members of the campus community to report crimes of which they are aware.

Guests, faculty, staff, and students are encouraged to report all crimes and other emergency/safety-related incidents in an accurate and prompt manner to the Vol State Campus Police Department.

- Report situations such as a crime in progress, suspicious persons, irate individuals, a fire, medical emergencies, etc.
- Listen and follow instructions. If you are in danger, you may be told to leave the building, secure yourself in a room or take other action to protect yourself.
- Do not hang up until told to do so.
- Follow any instructions given, such as meeting officers at the door, or flagging down the responding officers at the curb.
- Be prepared to describe the person(s) or vehicle(s) involved.

Physical descriptors to look for:

PERSON(S) - the race, sex, age, height and weight, the color of hair, description of clothing, and the presence of tattoos, a hat, glasses, or facial hair.

VEHICLE(S)- the color, year, make, model, license plate number, and type of vehicle. If the vehicle is parked, which direction it is facing? If the vehicle is moving or has left,

which way it is going?

Upon receiving a crime or emergency report, the Campus Police Department will begin an investigation into the situation. For criminal offenses, the investigation may lead to criminal charges against a suspect. For emergency reports, the investigation may lead to the initiation of the campus emergency response procedures.

# Campus Security Authority (CSA)

It is recognized that not all crimes will initially be reported to law enforcement although it is highly encouraged. Even at colleges with campus law enforcement, a victim may be more inclined to report a crime to someone such as the Title IX/EEO coordinators, the director of athletics, and so on. The Clery Act has defined those individuals as a Campus Security Authority (CSA) which encompasses four groups of individuals and organizations associated with an institution:

- a campus police department or campus security department of an institution.
- any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- any individual or organization to which students and employees should report criminal offenses.
- an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

By working together, the college community and law enforcement can reduce crime on campus. You may report criminal activities or other emergencies in several different ways. We encourage everyone to promptly report all crimes and other emergencies directly to the Vol State Campus Police Department. Reports of sexual misconduct made to any supervisor or manager employed by the College must be reported to the Title IX/EEO Coordinator, and the College will take immediate and appropriate steps to investigate the incident and to resolve the matter promptly and equitably in accordance with College policy. Reference Vol State Policies IV:30:13 and TBR policy 6.03.00.00 Sexual Misconduct

# Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College prohibits sex discrimination, sexual harassment, and sexual misconduct on all of its campuses and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct in accordance with college policy. Sexual misconduct includes dating violence, domestic violence, sexual assault, and stalking.

Reporting Incidents

The College understands that the decision to report sexual misconduct or sexual violence is often not an easy one. We also encourage victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. You may feel you need time to consider whether or not you want to report the incident to the College or to law enforcement. The College supports your decision, even if you choose not to make a report.

# Immediate Steps to Take

Regardless of your decision to report, your safety and wellbeing are important to the College, and victims are encouraged to take the following steps in the immediate aftermath of a sexual assault, dating violence, domestic violence or similar event:

- Call 911 if you, or someone else, is in immediate danger.
- Get to a safe place.
- Seek medical attention, regardless of your decision to report the crime.
- Preserve all evidence, including text messages, instant messages, social media pages, other communications, photographs, etc.

You have the right to accept or decline any or all parts of a medical exam.

To ensure valuable physical evidence is not lost, a victim should not:

- Bathe or shower
- Wash hands
- Brush teeth
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if you have not yet decided to report the crime, receiving a forensic medical exam, and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date if you choose to report the crime to law enforcement.

# Reporting Options

To report sexual misconduct to institutional authorities, please contact the College's Title IX Coordinator:

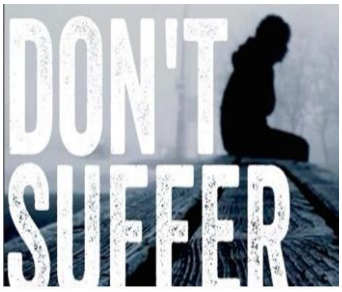
Vice President of Human Resources/AAO
1480 Nashville Pike
Gallatin, TN 37066
615-230-3592
lori.cutrell@volstate.edu or
titleixcoordinator@volstate.edu

The College recommends that reports and complaints of all Sexual Misconduct be made to the Title IX Coordinator so that the institution can respond appropriately. Although reports and complaints may be made at any time, reports should be made as soon as possible so that the College is best able to address the allegation.

Victims of sexual misconduct are strongly encouraged to report the

incident to law enforcement in addition to making an institutional report. Law enforcement will conduct a separate, independent investigation. To report sexual misconduct to law enforcement, you may contact Campus Police at 615-230- 3595.

Reporting sexual assault will not change the past, but for some seeking justice may help begin the healing process.
Victims do not have to suffer in silence.




# Reporting Incidents and Confidentiality

The College understands that the decision to report sexual misconduct or sexual violence is often not an easy one. The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. You may feel you need time to consider whether or not you want to report the incident to the College or to law enforcement. The College supports your decision, even if you choose not to make a report.

Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

If a victim chooses to report an incident of sexual misconduct to an employee of Vol State , the employee may be required to report the incident to the Title IX Coordinator. In order for Vol State to conduct an investigation and take action in accordance with Vol State policy VIII:05:00, the victim must file a Formal Complaint (under Vol State policy VIII:05:00) alleging sexual misconduct.

A list of additional community resources may be obtained from the College's Title IX web page https://www.volstate.edu/hr/title-ix or the Advising Center located in the Ramer Administration Building (Room 141) or by calling 615-230-3702. If the victim chooses to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

Other resources available are:

- National Sexual Assault Hotline 1-800-656-4673
- Sexual Assault Center of Tennessee 1-866-811-RISE (7473)

Tennessee Mobile Crisis Services- Suicidal, homicidal, or psychotic 1-855-274-7471

# Reporting Options

Reports and complaints of all Sexual Misconduct should be made to the Title IX Coordinator so that the institution can respond appropriately. The College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and fairly. If you report the incident to institutional authorities, the Title IX Coordinator can also help you file a report with law enforcement if you choose. A victim always has the right to decline to involve the police. The College will not share information with law enforcement without your consent or unless you have also reported the incident to law enforcement. Law enforcement will conduct a separate, independent investigation.

# Investigation Requirements and Procedures

Reference Code of Federal Regulation 34 CFR §668.46(b)(11)(ii)

All proceedings will include a prompt, fair and impartial investigation and result. The College will provide both parties impartial rights during the process. All complaints of sexual misconduct will be presented to the Title IX coordinator for assessment and appropriate disposition. Volunteer State Community College will investigate all Formal Complaints, unless dismissed or resolved through an informal resolution. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written Notice of Allegations to known Parties, which will provide an explanation of the allegations and the investigation and grievance process. The College, its officers, employees or agents, is strictly prohibited from retaliating, intimidating, threatening, coercing or otherwise discriminating against any individual for exercising his/her rights or responsibilities under any provision of Vol State policy VIII:05:00. Retaliation will result in disciplinary measures, up to and including, termination or expulsion.

# Investigation of Formal Complaints

The investigator will conduct an investigation that is appropriate under the circumstances. The investigation will include a review of documents and physical evidence, as well as interviews with the Parties and other witnesses. The Parties will have an equal opportunity to provide evidence and to identify witnesses, including fact and expert witnesses.

Parties are encouraged to provide, as soon as possible, any evidence that the Party believes to be relevant and wants the investigator to consider. The institution will not restrict the Parties from discussing the allegations under investigation or from gathering and presenting relevant evidence. Any restrictions on the ability of the Parties to discuss matters related to the proceeding but which are not under investigation will be explained in the Notice of Allegations.

Each Party will have the opportunity to obtain and to be accompanied to a meeting or proceeding by an advisor of their choice, who may, but is not required to be, an attorney. When a Party is invited or expected to participate in a meeting, the institution will provide written notice of the date, time, location, participants, and purpose of the meeting, interview, or hearing, with sufficient time for the Party to prepare to participate.

Both Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence that is directly related to the allegations but upon which the institution does not intend to rely in reaching a Determination regarding responsibility. The institution will include both evidence that tends to prove and disprove the allegations, whether obtained from a Party or other source so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to the completion of an investigative report, the institution will send to each Party the evidence subject to inspection and review. The institution will provide at least ten (10) calendar days for the Parties to respond to the evidence provided for inspection and review. The investigator will share any written response with the other Party and will consider any written response prior to completing the investigative report.

The investigative report shall identify the allegations and relevant policies, guidelines, and other standards; explain the procedural steps taken between receipt of the Formal Complaint and the conclusion of the investigation; and fairly summarize the relevant evidence.

After both Parties have reviewed and submitted any responses to the investigator, the Parties' written responses and any amended investigative report will be sent to the Decision-Maker.

# Live Hearings

The institution will conduct a live hearing of Formal Complaints not dismissed pursuant to Vol State policy VIII:05:00 in order to make a Determination whether this policy has been violated. The decision-maker appointed by the Title IX Coordinator has the authority to maintain order at the hearing and make all decisions necessary for the fair, orderly, and expeditious conduct of the hearing. The decision-maker shall be the final decider concerning all aspects of the hearing, including pre-hearing matters and at the hearing, how evidence is examined and the order of witnesses.

Only relevant cross-examination questions may be asked of a Party or witness.

Before a Complainant, Respondent, or witness answers a cross-examination or question from someone other than the decision-maker, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The decision-maker will permit each Party’s advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing will be

conducted directly, orally, and in real time by the Party's advisor and never by a Party personally. Conducting cross-examination will be the advisor's only opportunity to speak. Advisors will not engage in other presentation of arguments or evidence, including opening statements, closing arguments, or direct examinations.

The decision-maker may dismiss the Formal Complaint or any allegations therein, if at any time during the hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw a Formal Complaint or any allegations therein, the Respondent is no longer enrolled or employed by the institution, or specific circumstances prevent the institution from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.

Within fifteen (15) business days of the hearing, the decision-maker will issue a written Determination, based on a preponderance of the evidence standard, which will be provided to the Parties simultaneously. The Written Determination will include findings of fact supporting the Determination, any disciplinary action that the decision-maker imposes on the Respondent, any remedies that the College will provide, i.e. A Party wishing to appeal a Determination must file a written appeal, identifying reason for the appeal, with the Title IX Coordinator within seven (7) business days of the date of the Determination or dismissal.

# Interim Measures

Reference Code of Federal Regulation 34 CFR §668.46(b)(11)(v)

In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate and to the extent that it can do so without impairing its ability to effectuate the interim measures or to investigate and adjudicate the complaint.

Examples of such interim actions include, but are not limited to:

- Providing an escort to ensure that the victim can move safely between classes and activities.
- Ensuring that the victim and alleged offender do not attend the same classes.
- Providing access to counseling services.
- Providing or assisting in providing medical services.
- Providing academic support services, such as tutoring.
- Arranging for the victim to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim's academic record.

# Assistance for Victims of Sexual Misconduct: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will

assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault, and stalking has the following rights:

- The right to confer with the prosecution, right to be free from intimidation, harassment, and abuse throughout the criminal justice system;
- The right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly;
- The right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person;
- The right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence;
- The right to restitution from the offender; and
- The right to be informed of each of the rights established for victims.

Information related to these rights may be found at the Tennessee Department of Corrections Victims Services Division https://www.tn.gov/correction/redirect-agency-services/victim-services.html or by calling (615) 253-8145. Orders of Protection from Abuse may be available through TNCOURTS.gov, with forms found at https://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms. Additional information related to such orders may be found at TN Coalition to End Domestic and Sexual Violence https://tncoalition.org/ . The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

**College Policies**

VIII:01:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct VIII:02:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct (TBR policy 6.01.00.00) VIII:03:00 Sex Discrimination and Sexual Harassment (TBR policy 6.02.00.00)
VIII:04:00 Discrimination and Harassment (TBR policy P-080) VIII:05:00 Sexual Misconduct (TBR policy 6.03.00.00)

# Sexual Assault Prevention and Awareness

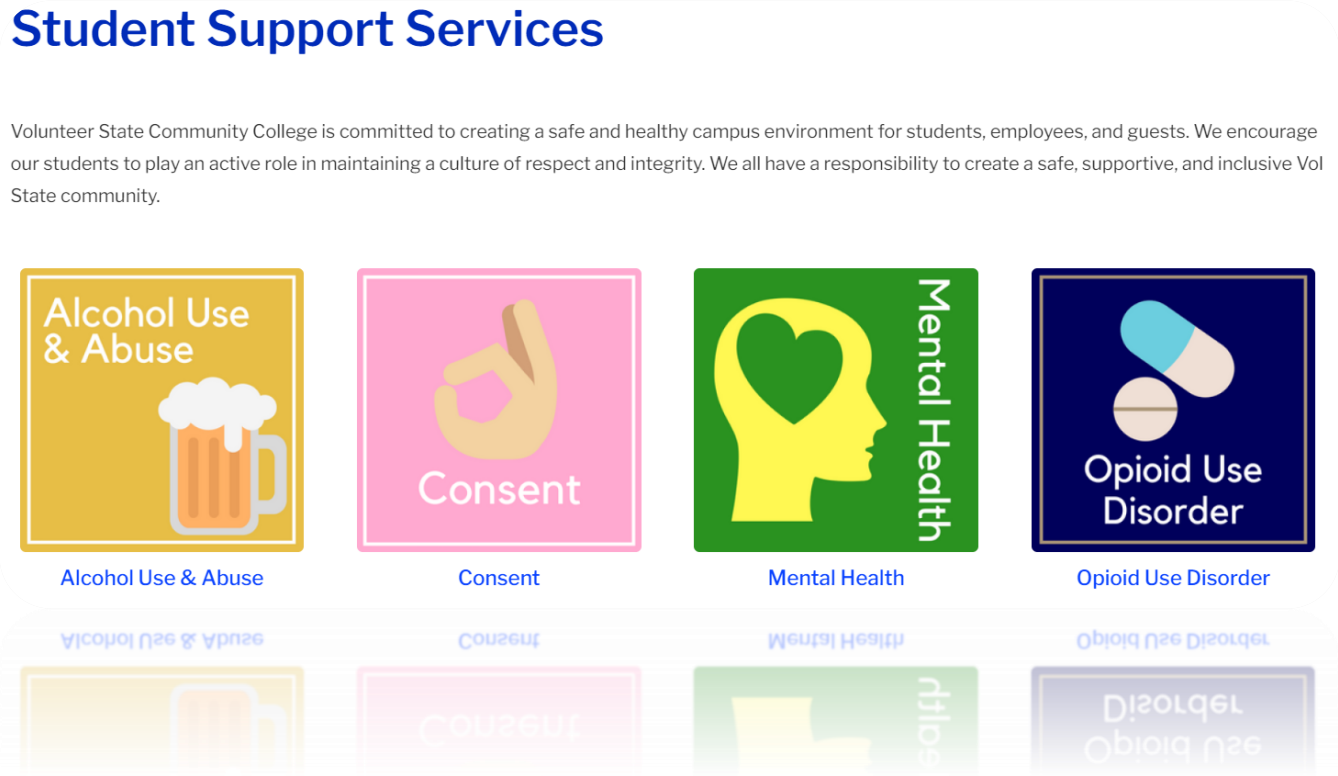
Reference Code of Federal Regulation 34 CFR §668.46(b)(11)(i)

In compliance with the Violence Against Women Act (VAWA) and the Campus SaVE Act, Vol State has partnered with Vector Solutions to provide learning opportunities for students and employees that address important issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment.

Vector Solutions offers engaging, research-based courses that provide students and

employees with the importance and implications of Title IX and sexual harassment, including sexual assault. It also provides safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against a person other than the bystander and provides information on risk reduction so that individuals may recognize warning signs of abusive behavior and how to avoid potential attacks.

In conjunction with Vector Solutions training opportunities, Vol State Student Support and Engagement also hosts the Pioneer Prevention Presentation to all students. Ongoing presentations are offered throughout the year that focus on sexual assault, bystander intervention, consent, opioid use disorder, mental health, suicide prevention, and drugs/alcohol abuse. All Vol State employees are enrolled in Title IX training courses on an annual basis and receive various ongoing information and opportunities that support sexual assault prevention and awareness.




# Crimes of Violence Nonconsensual Disclosure of Disciplinary Records

Reference Code of Federal Regulation 34 CFR PART §99.39

The college will, upon written request, disclose to the victim of a crime of violence, or the victim's next of kin in cases where the crime resulted in the victim's death, a report on the results of any disciplinary proceedings conducted by the college against a student who is the alleged perpetrator of violent crime or non-forcible sex offense (incest or statutory rape). In cases of dating violence, domestic violence, sexual assault, and stalking, which will be covered in detail later, it is not necessary to make

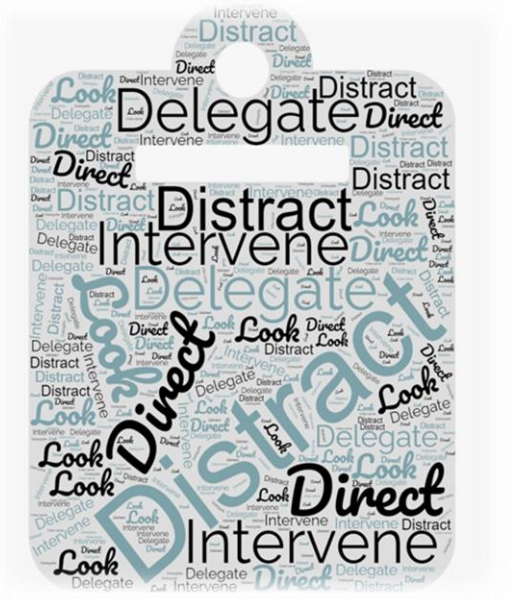
a written request. The investigation outcome shall be communicated in writing simultaneously to the victim and the alleged offender, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur. Both the victim and the alleged offender shall have an opportunity to appeal.

# Bystander Intervention

The community and each of us as individuals deserve protection against crime and criminals. At Vol State, we highly encourage bystander intervention to any form of potential violence such as sexual misconduct, bullying, or any other forms of gender-based discrimination. A bystander is anyone who plays a role in an act of harassment, abuse, or violence – but is neither the perpetrator nor the victim. This person is potentially able to discourage, prevent, or interrupt an incident or problematic situation.

If you or someone you know is the victim of a crime occurring on campus, immediately contact the Vol State Campus Police Department. An investigation may reveal a developing pattern of a recurring crime on our campuses. If a noticeable trend develops, the campus population will be alerted to ensure we maintain a well-informed campus environment. If you or someone you know is the victim of a crime occurring off campus, contact the law enforcement agency within the boundary of where the incident occurred. Please remember that your safety is of the utmost importance. When in a situation that threatens physical harm to yourself or another, ask someone for help or contact the police. By reporting a crime that you are a victim of or a witness to, you will know that you have done your part in making the community a safer one in which to live and work.

**Tips for Bystander Intervention**




- Do NOT put yourself at risk.
- Intervene at the earliest point possible.
- Look for early warning signs of trouble.
- Intervening does not necessarily mean confronting.
- Ask for help!

**Use the 3 D's**

**Direct** – Directly intervening, in the moment, to prevent a problem situation from happening.
**Delegate** – Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
**Distract** – Interrupting the situation without directly confronting the offender.

# Victim and Witness Assistance

A member of the Campus Police Department will inform you of your rights and duties as a victim or a witness and may refer you to the district attorney's office, which will explain the stages of the court system; and provide information about the status of your case; and make referrals to other services that may be available to you as a victim or witness of a crime. Our goal is to treat all with compassion, dignity, and understanding.

# Staying Safe

Volunteer State campuses provide a sense of security - everyone knows each other and watches out for each other. No tips can guarantee safety - sexual violence can happen to anyone, anywhere. It is important to remember that if you are sexually assaulted, it is NEVER your fault. Help and support are available without judgment, shame, and uncertainty.

**On-Campus**

- Be careful about posting your location.
- Make others earn your trust.
- Think about a back-up plan.
- Know your resources.

**In Social Settings**

- Make a plan.
- Protect your drink.
- Know your limits.
- It is okay to lie.
- Be a good friend.

**Feeling safe after an assualt**

- Make use of on-campus resources.
- Request a class schedule change.
- Access off-campus support services.
- Seek an Order of Protection.
- Create a safety plan.

# Crime Prevention and Awareness

Reference Code of Federal Regulation 34 CFR §668.46(b)(6)

Vol State is committed to crime prevention through awareness and education. Like any other community, college campuses are not immune to crime. In conjunction with the Offices of Student Services and Human Resources, the Vol State Campus Police

Department distributes crime prevention and awareness materials during student orientation and throughout the year at various campus events.

A common theme of all awareness and crime prevention is to encourage the campus community to be aware of their responsibility for their own security and the security of others. Although the college does not offer specific crime prevention programs, everyone is encouraged to report any crime or suspected crime to Vol State Campus Police.

# Campus Safety Escorts

A service established for safety and security purposes by the Vol State Campus Police Department is Campus Safety Escorts for individuals who feel apprehensive about walking alone on campus.

An individual can be escorted by a member of the Campus Police Department from one on-campus location to their desired on-campus destination. A safety escort is available to students, employees, and guests while on Vol State campuses. Escorts are available during operating hours.

# Possession and Use of Weapons

As provided in Tennessee Code Annotated §39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on the Volunteer State Community College campus.

T.C.A. § 39-17-1309(e)(9) has been amended allowing full-time employees of public institutions of higher education who possess a valid handgun carry permit/enhanced handgun carry permit issued under T.C.A. § 39-17-1351 to carry a concealed handgun on property owned, operated, or controlled by Vol State. Full-time employees must not be enrolled as a student; and have written notification to the Vol State Campus Police Department.

Weapons shall include, though not exclusively, the following:

- An explosive or an explosive weapon. Explosive weapon means any explosive, incendiary or poisonous gas bomb, grenade, rocket, mine or shell, missile or projectile that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage.
- A device principally designed, made or adapted for delivering or shooting an explosive weapon.
- Any knife that has a blade that opens automatically by applied pressure, gravity or inertia, bowie knife, hawk bill knife, or other weapons of like kind.
- Any other device used for the infliction of serious bodily injury or death that has no common lawful purpose.

# Alcohol and Drug Policies

Reference Code of Federal Regulation 34 CFR §668.46(b)(8) & (b)(9)

College students face many pressures, and not just in the classroom. Drug and alcohol abuse is a serious issue, and in college, the expectations of students to "party" grows substantially. The college enforces all state and local laws regarding the possession, use and sale of alcoholic beverages by persons under the age of 21 on campus and at college-sponsored activities.

https://www.volstate.edu/student-support-services/alcohol-use-and-abuse

# Drug Free Campus/Workplace Policy

Volunteer State Community College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, and staff. Vol State has adopted a drug-free school and campus policy in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C.3171, et. seq.). In accordance with local, state and federal law, Vol State students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances, illicit drugs and/or alcohol on any Vol State campus, or property owned or controlled by Vol State , or as part of any Vol State activity.

The Vice President of Human Resources or designee is responsible for developing and updating the Volunteer State Community College Drug Free Campus/Workplace Policy (V:01:05) in accordance with the requirements of the Drug-Free Workplace Act of 1988 or future Act revisions.

Reference Vol State Policy V:01:05 Drug Free Campus/Workplace
https://www.volstate.edu/sites/default/files/documents/policies/human-resources/V-01-05-Drug-Free-Workplace.pdf

## Criminal Penalties Sanctions for Controlled Substance under Local, State, and Federal Law

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The crime of possession with intent in Tennessee is a serious charge. Sale or possession with the intent caries a felony charge with the following penalties: Class B Felony: 8 to 30 years; Class C Felony: 3 to 15 years: Class D Felony: 2 to 12 years; Class E Felony: 1 to 6 years.

Federal drug crimes are guided by mandatory punishments. According to Title 21

U.S.C. Chapter 13 Drug Abuse Prevention and Control, depending on the quantity of drugs involved in the crime, and the type of schedule the drug is classified under determines how long someone convicted of a federal drug crime will face. The most serious offenses (most crimes involving Schedule I or Schedule II) have the harshest punishments. For a first offense, someone would face a penalty of a minimum of five years, but not more than 40 years, in prison and a fine of up to $5 million. If death or serious injury was also involved in the crime, the criminal would spend a minimum of 20 years, but not more than life, in prison. If it's a second offense, the penalties are even harsher — a minimum of 10 years in prison but not more than life in prison. If death or serious injury was involved in the crime, a person will be sentenced to life in prison. The fine is also more serious - up to $8 million.

It is unlawful for any person under the age of twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (TCA §39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred dollars ($2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both (TCA §39-17- 310).

**College Penalties for Alcohol and Drug Violations**

1. Students

In addition to criminal penalties under local, state or federal law, students may also be subject to disciplinary sanctions, including, but not limited to:

a. Expulsion
b. Suspension
c. Mandatory participation in, and satisfactory completion of drug/alcohol abuse program or rehabilitation program
d. Recommendation to professional counseling
e. Probation
f. Warning, and/or
g. Reprimand

2. Employees

As a condition of employment and/or continued employment, each employee, including student employees, must abide by the terms of Volunteer State's Drug- Free Campus/Workplace policy and must notify the Office of Human Resources of any criminal drug statute conviction or alcohol abuse conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Any employee who fails to report a conviction will be subject to disciplinary action. In addition to penalties employees may be subject to under local,

state or federal law, employees violating this policy will be subject to possible disciplinary actions for failure to comply with this policy, including failure to notify of conviction, may include but may not necessarily be limited to one or more of the following:

a. Probation
b. Termination
c. Suspension
d. Mandated participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program
e. Recommendation for professional counseling
f. Letter of warning; and/or
g. Reprimand

**Health Risks Associated with Use of Illicit Drugs and/or Abuse of Alcohol**

A. The use of alcohol may lead to serious health risks including but not limited to:

- Loss of muscle control, poor coordination, slurred speech Fatigue, nausea, headache
- Increased likelihood of accidents Impaired judgment
- Possible respiratory paralysis and death Birth defects/fetal impairment

B. Heavy drinking may lead to:

- Alcoholism
- Damage to brain cells
- Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat, and stomach
- Hallucinations Personality disorders

C. Health risks associated with the use of illegal drugs may include but are not limited to:

- Increased susceptibility to disease due to a less efficient immune system
- Increased likelihood of accidents Personality disorders
- Addiction
- Death by overdose Anemia
- Poor concentration
- Fetal impairment/addiction

For more information concerning the health risks associated with the use of alcohol, heavy drinking or the use of illegal drugs please refer to the US Department of Justice Drug Enforcement Administration Data and Statistics https://www.dea.gov/factsheets

# Drug and Alcohol Abuse Prevention and Awareness

Reference Code of Federal Regulation 34 CFR §668.46(b)(10)

Drug and Alcohol Abuse Prevention Program (DAAPP)

The Vice President for Student Services or designee is responsible for developing and updating the VOL STATE Drug and Alcohol Abuse Prevention Program (DAAPP) documentation in accordance with the requirements of the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department General Administrative Regulations (EDGAR).

The college provides information on drug and alcohol treatment and prevention through a variety of means including in-class presentations, disseminating educational materials, and student programming. An annual review of the Drug Free Campus/Workplace Policy will be conducted to determine its effectiveness and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The review will also identify any needed changes to the DAAPP. A student and employee log of programs and activities related to drug and alcohol awareness programs is maintained by the Coordinator of Human Resources and the Assistant Vice President for Student Services.

# Emergency Response and Evacuation Procedures

Reference Code of Federal Regulations 34 CFR §668.46(b)(13)

The Volunteer State Community College Emergency Management Plan is designed to deal with emergency and crisis situations on its campuses. In partnership with the President, the authority to declare a campus state of

emergency rests with the Chief of Campus Police or designee. During any campus emergency, the Vol State Campus Police Department will initiate the appropriate response necessary to meet the emergency needs, protect persons and property, and maintain the college facilities.

Report all emergencies to campus police or local first responders (911).

Upon confirmation of a significant emergency or dangerous situation, evacuation of all or part of the campus grounds will be initiated by the Vol State Campus Police Department.

To confirm a significant emergency or dangerous situation, Campus Police officers will investigate the situation. The department may also consult outside sources such as local first responders, local public health departments, or media for confirmation. Based on the information received, the department will determine the appropriate area(s) of the campus community to evacuate. There will be continuing assessments of the situation to determine if additional area(s) will be evacuated as well.

Upon notification, persons are to immediately leave the area and relocate to another area or part of the campus grounds as directed by campus police and building coordinators. Building coordinators are trained volunteers, who will direct building occupants in the event of an emergency or crisis situation. These coordinators are easily distinguished by the yellow vest they wear and are equipped with portable radios to enable them to communicate with the Campus Police Department.

Once outside, proceed to the clearly marked Emergency Assembly Points away from the affected building(s) keeping streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

# Immediate Emergency Notification

Reference Vol State Policy IV:30:16

The Volunteer State Community College Campus Police Department in coordination with the Office of Public Relations is responsible for issuing immediate emergency notifications. Emergency notifications and updates are provided to keep the campus community informed about any significant emergency or

dangerous situations occurring on campus involving an immediate threat to the health or safety of students, employees, and guests. The Campus Police Department will determine if/when to issue an emergency notification based on the confirmation of a significant emergency or dangerous situation that threatens the campus compliance with the Clery Act. The college will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Campus Police Department will determine how much information is appropriate to disseminate.

The content may differ depending on the situation.

An immediate emergency notification message will be sent using one or a combination of the following methods:

- Primarily Public Announcement (PA) system;
- then by email; and
- Text alerts

Supplemental methods of notification are social media and the College website. The larger community such as the family of students and the neighboring community are encouraged to view the supplemental methods for information regarding a campus emergency.

A significant emergency or dangerous situation that involves an immediate threat to the health or safety of students, employees, and guests can be but is not limited to incidents such as:

- an active assailant on campus,
- a hostage situation,
- a riot,
- a suspicious package with confirmation of a device,
- a tornado,
- a fire or explosion,
- structural damage to the facility,
- a biological threat,
- significant flooding,
- a gas leak,
- a hazardous materials spill, etc.

# Testing of the Emergency Plan

The Clery Act defines a test as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for the assessment and evaluation of emergency plans and capabilities.

- Volunteer State Community College conducts biannual drills of the

emergency plan during the Spring and Fall semesters.
- The drills provide an assessment and evaluation of the text alert and public announcement system.
- The drills are a coordinated effort between campus police and building coordinators, as well as the campus community. Outside agencies are invited to participate but not required. Following each drill, the campus community is asked to complete a survey to evaluate the effectiveness of the drill.
- The objective of the drills is that everyone involved understands and follows Vol State's emergency response procedures.

# Timely Warning Notification

Reference Code of Federal Regulation 34 CFR §668.46(b)(2)(i)

The Vol State Campus Police Department in coordination with the Office of Public Relations is responsible for issuing timely warnings. Upon receipt of all pertinent information, timely warnings will, as circumstances warrant, be issued in a manner to best protect the campus community. Warnings will contain information about the type of the incident that has occurred, as well as information that promotes safety and aids in the prevention of similar crimes.

A timely warning notification will be sent using one or a combination of the following methods:

- Primarily Public Announcement (PA) system;
- then by email; and
- Text alerts

Supplemental methods of notification are social media and the College website.

## Incidents Subject to Timely Warning

A timely warning will be issued for criminal incidents or circumstances that may pose a serious or continuing threat to the campus community that occurs within our campus geography that has been:

- Reported to the college, Campus Police, a CSA or local law enforcement; and is
- Considered by the college to represent a serious or continuing threat to students, employees, and guests.

Timely warnings are not limited to incidents of violent crimes or crimes against persons. Incidents will be assessed by the Campus Police Department on a case-by-case basis to determine if there is a serious or continuing threat to the campus community. The following factors are used to assess the need for a timely warning: the nature of the crime; the continuing danger to the campus community; and the possible risk of compromising law enforcement

efforts. Some investigative information may not be released. Reference Vol State Policy IV:30:15.

Incidents that may warrant the issuance of a timely warning includes, but is not necessarily limited to:

- Homicide – murder and non-negligent manslaughter, manslaughter by negligence
- Sex offenses – rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes – a criminal offense committed that is motivated by bias.

# Emergency Procedures for Accidents, Injuries, or Illnesses

Vol State Campus Police Department will respond to reports of accidents, injuries, and illnesses. Upon notification, dispatchers will perform an assessment to determine if external emergency medical responders are necessary.

# Security of and Access to Campus Facilities

Reference Code of Federal Regulation 34 CFR §668.46(b)(3)

The Vol State Campus Police Department is responsible for the security of and access to Volunteer State Community College facilities. Access to the facilities is

controlled and monitored by an electronic access control and burglar alarm systems. The college also uses closed-circuit television to monitor and record the campus grounds for the purpose of safety and security. The college does not have any housing facilities. Vol State Campus Police officers make every effort to check all buildings daily, reporting all safety/security issues to the Department of Plant Operations. The Vol State Campus Police Department in coordination with the Senior Director of Plant Operations consult prior to new construction projects in regard to safety and security measures.

# Use of Campus Property and Facilities

Reference Vol State Policy I:01:03 Use of Campus Property and Facilities

The use of any campus property or buildings by an affiliated organization, defined as a student, staff, faculty or guest, shall be subject to the rules and regulations of the Tennessee Board of Regents (TBR) and its institutions concerning the use of property and facilities. Security considerations are reviewed prior to the approval of any request. Any "special" use of college facilities must have the approval of the appropriate Vice President or the President.

Vol State business hours are generally defined as Monday through Friday 8:00 a.m. to 4:30 p.m. Some offices/facilities/campuses may have individual hours to align with the academic schedule. All campus locations are closed on recognized official holidays and can be closed at other times, such as inclement weather, emergency, or crisis situations, and when authorized by the college president or their designee. After-hours access is not permitted at any Vol State campuses.

Pursuant to Tennessee Statutory Law T.C.A. § Section 39-14-405, trespassing is strictly prohibited. Vol State Campus Police officers routinely inquire as to the visitation status of individuals suspected of violating the trespass law.

# Maintenance of Campus Facilities

Vol State maintains exterior lighting around its buildings and parking lots. Sidewalk and street lighting is also maintained to keep the campuses well lit. Ground crews provide landscaping to maintain an attractive campus. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Vol State Campus Police regularly patrol its campuses and reports malfunctioning lights and other unsafe physical conditions to the Department of Plant Operations for repair. Other members of the campus community should promptly

report equipment problems to Department of Plant Operations by submitting a service request.

# Missing Student Notification Procedures

Reference Code of Federal Regulation 34 CFR §668.46(b)(14)

The Department of Education requires under 34 CFR §668.46(b)(14) that any institution that provides any on-campus housing facilities must include a statement of policy regarding missing student notification procedures for students who reside in on- campus student housing facilities in its annual report. Volunteer State Community College does not provide any on-campus student housing facilities.

# Monitoring Off-Campus Student Organizations

Reference Code of Federal Regulations 34 CFR §668.46 (b)(7)

The Department of Education requires a statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities. Volunteer State Community College does not have any officially recognized student organizations with off-campus locations.