

Volunteer State

Community College

2011 Annual Security Report



PREPARED BY VOLUNTEER STATE CAMPUS POLICE DEPARTMENT OCTOBER 1, 2011

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EMERGENCY / RESOURCE NUMBERS

MAIN CAMPUS EMERGENCY NUMBERS:

Calls to the following emergency numbers are answered 24 hours a day, 7 days a week.

VSCC Campus Police Department

(615) 230-3595

Gallatin Police Department

(615) 452-1313

Sumner County Sheriff's Department

(615) 452-2616

Sumner Regional Medical Center Emergency Department

(615) 328-5750

Main Campus Address: 1480 Nashville Pike, Gallatin TN 37066

LIVINGSTON CAMPUS

(931) 823-7065 Address: 113 Windle Community Rd, Box 639, Livingston TN 38570

Livingston City Police Department

(931) 823-6496

Overton County Sheriff's Department

(931) 823-5635

Overton County Medical Center

(931) 823-1266

HIGHLAND CREST AT SPRINGFIELD CAMPUS

(615) 433-7032 Physical Address: 150 Laureatte Ave, Springfield TN 37175

Springfield City Police Department

(615) 384-8422

Robertson County Sheriff's Department

(615) 384-7971

Northcrest Medical Center

(615) 384-2411

VICTIM ADVOCACY RESOURCES

Statewide Domestic Violence Hotline 800-356-6767

Adult Protective Services 888-277-8366

Crime Victim Compensation Program 615-741-2734

Tennessee Justice Center 615-255-0331

THE CLERY ACT REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities”.
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”.
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus.
- Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”.

INTRODUCTION TO THE CLERY ACT PROCEDURES AND POLICIES

Volunteer State Community College (VSCC) is committed to disseminating relevant and pertinent information regarding reported criminal activities in a reasonable manner to its community and to interested parties. VSCC is implementing and maintaining policies and procedures that are in compliance with the reporting requirements of the Jeanne Clery Act and the Higher Education Opportunity Act (HEOA). These two pieces of federal legislation provide guidance in disseminating certain types of information to campus communities and to the general public. Because the Jeanne Clery Act and the Higher Education Opportunity Act encompass several areas of campus responsibility, VSCC utilizes its Campus Police Department to issue information that pertains to the criminal reporting requirements and policies of these two federal laws.

VOLUNTEER STATE COMMUNITY COLLEGE CAMPUS POLICE DEPARTMENT

Did you know that Volunteer State Community College has its own police department?

All faculty, staff, students and visitors should report any on-campus crime or suspicious activity that could be related to a crime to the Volunteer State Community College Police Department by calling (615) 230-3595, by dialing 9-1-1, or by visiting the VSCC

Police Department and reporting the incident in person. The Campus Police Department is located in the Randy and Lois WOOD CAMPUS CENTER, room 105 at the Gallatin campus.

The Vol State Police Department has the overall responsibility for security and safety on the Volunteer State Community College Campus. The Vol State Police Department consists of full-time and part-time patrol personnel which includes sworn and non-sworn officers. The department also employs a full-time office supervisor. All full-time Vol State Police Officers meet the standards of the Peace Officers Standards and Training Commission (POST), and have received at least 320 hours of formal training at a Tennessee Police Academy. Enforcement powers are obtained from the State of Tennessee as each campus police officer receives his or her commission in accordance with the provisions set forth by **TCA 49-7-118 and Tennessee Board of Regents Policy 5:01:07:00**. All sworn officers, full and part-time, receive 40 hours of in-service training each year. Training includes, but is not limited to legal updates; crime prevention strategies; firearms instruction and re-qualification; defensive tactics and baton re-certification; safety, fire and evacuation response; ethnic and cultural sensitivity; stress management; suicide prevention; CPR/AED and first aid.

At Vol State Main Campus in Gallatin, Police officers are on duty 24 hours a day, seven days a week, and are always available, ready, and willing to help you. Off campus site officers are available during normal operating hours. If you have an emergency, please call **3911** from an on-campus telephone. All 911 calls made from cell phones or pay phones are answered by Gallatin Police Department Dispatch unit if the call is made in the Sumner County area. The call is answered by Overton County 911 if called in the Overton County/Livingston area, and by Robertson County 911 if called in the Robertson County/Springfield area. If you wish to contact us, our regular business phone is **(615) 230-3595** and our fax number is **(615) 230-4810**. **The Vol State Campus Police Department headquarters is located in the Randy and Lois WOOD CAMPUS CENTER, room 105, ground floor, at the Gallatin location.**

CAMPUS POLICE AUTHORITY AND JURISDICTION

The Vol State Police Department has the complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If a VSCC student commits minor offenses involving VSCC rules and regulations, the campus police will refer the individual to the Vice President for Student Services.

Major offenses such as rape, murder, aggravated assault, robbery or auto theft are reported to the local police. Joint investigative efforts are made in compliance with the “Robert ‘Robbie’ Nottingham Campus Crime Scene Investigation Act of 2004” (Refer to VSCC Policy IV:30:05). This act imposes a separate affirmative reporting duty on college officials to local law enforcement in addition to that delineated in the Tennessee College and University Security Information Act codified at Tennessee Code Annotated 49-7-2207.

Campus Police personnel work closely with local, state and federal police agencies. The Vol State Police Department is also a part of the Sumner County 911 Emergency System.

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

VSCC's security policies and procedures are aimed at your safety and welfare. You can help maintain your own safety on campus by following all security policies, by using common sense safety practices such as walking in groups, reporting suspicious activities, and not leaving books, coats or backpacks unattended.

The following information will provide you with an overview of security facts that will be helpful to you. While this may be more relevant to students, much of the information will be of value to VSCC employees as well. Everyone on campus should be safety conscious and follow safety and security procedures.

VOL STATE POLICE DEPARTMENT MISSION STATEMENT

The Volunteer State Community College Police Department exists as a support unit of the college for the purpose of establishing and maintaining an atmosphere in which people can go safely about their varied activities in furtherance of the college's higher education objective. Volunteer State Community College Police Department believes that crime and criminal opportunities can be decreased by reducing the combination of factors that make crime possible. In order for a crime to take place there must be a **desire, ability and opportunity**. The Vol State Police Department believes that together with the campus community, they can work to identify, prioritize and solve contemporary problems such as crime, drugs, fear of crime or traffic/parking control.

COLLEGE BUILDINGS AND PROGRAMS

The Volunteer State Community College Police department is responsible for overseeing all campus events. These events include, but are not limited to, all basketball

games, baseball games, concerts, circuses, pageants, musical shows, and commencement exercises.

Police Officers make every effort to check all buildings on campus. This check includes an inspection of landscaping, grounds keeping, indoor and outdoor lighting, fire code compliance, door locks, and window locks. The Vol State Police Department is also consulted prior to new construction projects in regard to safety measures.

Uniformed police and security officers patrol main campus on foot or in vehicles 24 hours a day, 7 days a week, and 365 days a year, to ensure safety and protect the property and community of the College, its students, staff, faculty, and guests. Off campus site uniformed police officers patrol those campuses on foot during normal operating hours to ensure safety and protect the property of the college.

Officers on duty can be reached for an emergency by dialing extension 3911. This is a direct call from the telephone to the officer's radio by phone patch. THE RADIO PHONE PATCH IS TIMED AND WILL AUTOMATICALLY DISCONNECT AFTER FOUR MINUTES. FOR NON-EMERGENCIES, continue to use extension 3595 or (615) 230-3595.

USE OF FACILITIES (VSCC Policy I:01:03)

The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and institutions concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purpose of any Board or institution policies concerning use of campus property and facilities (TBR Policy 3:02:02:00, TBR Rules 0230-1-1). Security considerations are reviewed prior to approval of any request. Any "special" use of college facilities must have approval of the appropriate Vice President or President.

The campus police policy prescribes that all persons must report any entry into college buildings after hours to the campus Police. Visitors, as a general rule, are not authorized in buildings after normal business hours unless faculty, staff, or a college official escorts them. Students are admitted into buildings after normal business hours only when there is an authorized access list from the department head or his/her designee. The campus official operating hours are 6:00 a.m. – 11:00 p.m. Sunday through Saturday. The campus is closed on recognized official holidays. It can be closed at other times, such as inclement weather, emergency or crisis situations, and when authorized by the college president or his designee.

Pursuant to Tennessee Statutory Law TCA 39-14-405, trespassing on college property is strictly prohibited. Police routinely inquire as to the visitation status of individuals suspected of violating the trespass law. A field inquiry form is completed on the violator and the information is retained for future use. Subsequent violations may subject the violator to arrest and prosecution.

CAMPUS MAINTENANCE

VSCC maintains exterior lighting around all of its buildings and parking lots. Sidewalk and street lighting is also maintained to keep the campus well lit. Ground crews provide landscaping to maintain an attractive campus.

On any normal college workday, there are numerous college support personnel whose jobs include providing inspection of the entire campus including its buildings to discover or prevent health, safety and maintenance problems. These staff members include maintenance artisans and custodians, who are on duty during college business hours and on call 24 hours a day. Additionally, the Vol State Police Officers and others who tour the campus on a daily basis may report any safety or security problems to the Department of Plant Operations, who will respond promptly to correct these problems. Students, faculty, and staff may also call Plant Operations at extension 3601 to report any safety or maintenance problems.

If you are an employee of the college and your keys are misplaced, the college Police Department needs to be notified. A report will be taken in order to document the disappearance of college property and replacement can be expedited.

EMERGENCY PROCEDURES FOR ACCIDENTS INVOLVING STUDENTS

In the event of a minor injury or sudden illness, the Vol State Police will be notified and assess the condition of the injured person. In response to a serious accident or illness, the Emergency Medical Service (911) will be activated by VSCC Police and the student will be transported to the nearest hospital. If a minor injury or illness occurs at a VSCC off-campus site, VSCC Police will be notified. In case of a serious injury/illness, at one of the VSCC off-campus sites, the site director or instructor will activate the Emergency Medical Service (911) and notify VSCC Police. The Volunteer State Community College Police can be reached by dialing 3911 on any campus phone or at extension 3595 or (615) 230-3595.

The student or responsible person is liable for all expenses incurred resulting from the accident/illness including medical transport via ambulance services.

USE OF ALCOHOLIC BEVERAGES

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. In keeping with TBR policy 3:05:01:01 the College prohibits the possession and/or consumption of alcoholic beverages on College property.

Tennessee Law is "TENNESSEE TOUGH" on Drunk Drivers.

When a police officer suspects that a driver has been drinking, that driver is asked to take a breath or blood test to determine the presence of alcohol or drugs in the body. In Tennessee, there is only one alcohol related traffic offense: driving while under the influence (DUI). Under Tennessee law, a driver is presumed to be under the influence if the alcohol test shows a blood alcohol concentration (BAC) of .08 or more.

IMPLIED CONSENT LAW

Under Tennessee's Implied Consent Law, any person who drives on public roads is deemed to have consented to these alcohol tests. Driving privileges can be suspended for six months for refusal to take the test, even if the driver is not found guilty in court. Persons Under Age 21 - Anyone under 21 years of age cannot buy, consume, or even have possession of any alcoholic beverage.

FIRST DUI OFFENSE

- 1) Jail sentence of 48 hours (minimum) up to 11 months and 29 days (maximum).
- 2) Fine of \$350 up to \$1,500, plus court costs, attorney fees, and increased insurance rates.
- 3) Loss of driving privilege for one year.
- 4) Attendance at an alcohol safety school, restitution to DUI victim and possible community service work.

SECOND DUI OFFENSE

(WITHIN 10 YEARS)

- 1) Jail sentence of no less than 45 days and no more than 11 months and 29 days.
- 2) Fine of \$600 up to \$3,500 plus court costs, attorney fees, and increased insurance rates.
- 3) Loss of driving privilege for a minimum of 2 years (no restricted license).

THIRD OR MORE DUI OFFENSE
(WITHIN 10 YEARS)

- 1) Jail sentence of 120 days (minimum) up to 11 months and 29 days (maximum).
- 2) A minimum fine of \$1,000.00 and a maximum of \$10,000.00.
- 3) Loss of driving privilege for a minimum of 3 years to 10 years (no restricted license).

SALE AND USE OF ILLEGAL DRUGS OR ALCOHOL

The Volunteer State Community College 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.). Volunteer State strictly prohibits the use and/or possession of alcoholic beverages or of any drug or controlled substance or sale or distribution of any such controlled substance on its campuses.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In order to preserve the integrity of the educational environment and to prevent the use and/or abuse of alcohol and other addictive substances, the Campus Crime Prevention program will network with the Student Government Association, Student Services, and community based health care professionals to support a drug abuse program. The program will consist of three major components.

Education-Volunteer State Community College's Drug Abuse Prevention Program gives emphasis to the education of students and campus personnel. Seminars, small discussion groups, video presentations, brochures, pamphlets, and campaigns are methods used to educate all abuse.

Intervention-The College's Drug Abuse Prevention Program includes individual counseling to assist those who desire or need to develop early intervention techniques.

Referral- Student Services, Human Resources and Disability Services work with community agencies to establish liaison relationships for students and personnel who need treatment, drug abuse counseling or related support.

AVAILABILITY OF COUNSELING RESOURCES

VSCC has an Advising Center as well as the Office of Retention Support Services that addresses educational and career counseling. Therapeutic counseling is referred to the appropriate community resources. VSCC networks with the Pathfinders Inc. Alcohol

and Drug Treatment center which periodically is on campus distributing literature regarding alcohol, drugs and HIV. VSCC also utilizes other agencies as resources for preventing, confronting or solving substance abuse and other problems.

POSSESSION AND USE OF WEAPONS

Pursuant to T.C.A. 49-7-118g(1) "Campus Police Officer" means a person employed by an employing institution and rendered an oath to provide police services, enforce law, exercise arrest authority, and carry firearms; and thus is subject to the provisions of the Tennessee Peace Officer Standards and Training Commission (POST).

No one other than State of Tennessee **certified** police officers may carry or possess firearms on our campus. Notification of the Felony Provisions of T.C.A. 39-17-1309 is posted throughout various buildings. Signs are prominently displayed with the following language: FELONY: STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED \$3,000 FOR CARRYING WEAPONS ON SCHOOL PROPERTY.

The unapproved possession, use or sale of firearms, ammunition, fireworks, major or minor explosives, or any lethal weapon on campus is forbidden, and subject to College discipline as well as to criminal sanctions. NO INDIVIDUAL IS PERMITTED TO CARRY A WEAPON ON CAMPUS.

T.C.A. 39-17-1359 states "The owner/operator of this property has banned weapons on this property. Failure to comply with this prohibition is punishable as a criminal act under state law and may subject violator to a fine of not more than five hundred dollars (\$500)."

Possession solely for instructional or school-sanctioned ceremonial purposes is allowed with prior approval from the Chief of Police at Vol State Community College or his designee. Any violation of these laws should be reported to your instructor or the Vol State Police Department immediately.

PREVIOUS CRIMINAL RECORDS

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the

Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been convicted in this state of committing a sexual offense or who is, or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts of including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Information regarding sexual offenders may be found at the TBI website <http://www.tbi.state.tn.us/sorint/SOMainpg.aspx> or the Campus Police Department.

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, admittance of the student to the college will generally be reviewed by appropriate administrative personnel on a case-by-case basis.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY AND SECURITY?

In accordance with T.C.A. Section 49-7-2203, as well as the Crime Awareness and Campus Security Act of 1990, all students and employees receive updated security information annually. Student applicants or accepted students are also provided with information on security policies and procedures and on how to obtain additional security information.

When freshmen arrive on campus for orientation, they receive the official Student Handbook with sections on Student Conduct, Health and Safety.

The Crime Prevention Program at the college offers several crime prevention seminars covering timely topics inclusive of campus law enforcement orientation and services. Some of the topics covered include personal and property protection, rape awareness, and self-defense. The Vol State Police Department works with the college new paper, The Settler, to disseminate information concerning incidents occurring on campus.

In addition to the aforementioned programs, there is information disseminated which contains departmental services and numerous crime prevention tips on topics ranging from assault prevention to property protection. The information covers pertinent information on trends in criminal activity and prevention techniques including such topics as Thefts from Automobiles, Utilizing Door Locks, Textbook Theft, Suspect Alerts, Vandalism, and Cyber Crime.

POLICE ESCORT ON CAMPUS

Another program established by Vol State Community College Police Department is the Escort Service whereby an individual can be escorted from one on-campus location to their desired on-campus destination by utilizing a member of the Vol State Police Department. In order to obtain an escort, one can either contact an officer in person, or by contacting Campus Police Department or Student Services.

Most colleges and universities currently provide such a service (either formally or informally) and it has thus become an accepted norm. Escort services will be provided by Volunteer State Community College Police Department.

- 1) This escort service is available to all students, employees and guests while they are on Volunteer State Community College campus.
- 2) The escort service will operate twenty-four (24) hours a day, seven (7) days a week.
- 3) Uniformed escort personnel will offer walking/riding escort to any destination on the college campus.
- 4) No escorts will be made off-campus unless an emergency or special circumstance exists. The supervisor or senior officer on duty must approve this action.
- 5) Campus police personnel will log all escorts on the daily activity sheet and it will include such pertinent information as person (s) name, location of contact, and destination, also time and mileage if it is a ride escort.

IF YOU ARE THE VICTIM OF A CRIME

Our community and each of us as individuals deserve protection against crime and criminals. If you are the victim of a crime, immediately contact the Volunteer State community Police Department if the incident has occurred at the college. If you have been victimized off campus, contact the local Police Department or Sheriff's Office and

report the incident. If an arrest warrant is needed to authorize police to arrest a person believed to have committed a crime, a representative of the Vol State Police Department will assist you in court procedure, inform you of your rights and duties as a victim or a witness, or refer you to the Sumner County District Attorney's Office Victim/Witness program, which will help in making the criminal justice system work for you. By doing so, you will know that you have done your best to make your community a safe one in which to live and work.

When a serious crime occurs, one needs to utilize the Volunteer State Community Police Department to report the incident whereby an investigation may reveal a developing pattern of a recurring crime on our campus. If a noticeable trend develops, the campus population is alerted to maintain a well-informed campus environment.

A STUDENT'S GUIDE TO REPORTING HARASSMENT (VSCC Policy III:00:05)

The purpose of this guide is to ensure an orderly resolution of charges of sexual, racial, or other forms of harassment brought by students at Volunteer State Community College (VSCC), against other VSCC students, or against a VSCC employee.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Education amendments of 1972. Other types of harassment are prohibited by applicable law. Volunteer State Community College prohibits all acts of harassment and will properly investigate and remedy claims of sexual or racial harassment.

DEFINITIONS

Sexual Harassment - Generally, sexual harassment may be defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's employment or of the student's status in a program, course, or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such a student; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Whether the alleged conduct constitutes

sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Racial Harassment - Generally, racial harassment is defined as any person's conduct which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Other Harassment - Generally, harassment on the basis of religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with a student's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile or demeaning environment.

PROCEDURES

Any student who believes he or she has been subjected to harassment by a VSCC student or VSCC employee shall present the charge to the Vice President for Student Services - Wood Campus Center, room 217.

The charge shall include the circumstances giving rise to the allegations, the date(s) of the alleged occurrence(s) and, when available, the names of any witness to the alleged occurrence(s). The charge shall be signed by the student who presents the charge.

The Vice President for Student Services shall investigate and take appropriate action in compliance with Tennessee Board of Regents policies and guidelines relative to harassment and in compliance with federal and State laws which prohibit such discrimination. Refer to VSCC Policy III:00:05.

REPORTING A SEXUAL OFFENSE

When a rape/sexual offense is reported, the college will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the suspect through both criminal and college disciplinary channels.

College students who are victims of sexual offenses are encouraged to report the incident to Vol State Community College Police. Jurisdiction for investigating such cases for pursuing criminal charges rests jointly with both the VSCC and Gallatin Police Departments. If the suspect is a student, the student victim is encouraged to contact the Student Services Office immediately. Student Services staff members can assist the victim in contacting the campus Police. A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to a hospital emergency room. If immediate attention is not warranted, the Vol State Community College Police Department will assist the victim with obtaining the appropriate services. It is important that the victim seek medical attention in order to assure his/her well-being and to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

VICTIM'S RIGHTS - Students' accused of sexual offenses will be charged with violating the VSCC Code of Conduct. Special rights are given to the victim if a suspect in a sexual offense case is a student and that suspect is charged with violating the VSCC Code of Conduct. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. The victim, therefore, has the right to have counsel of his/her choice present during hearing. In the event a student defendant elects to have a public hearing, both the accuser and the accused have the right to have counsel, as well as others, present. In addition, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought because of these charges.

Penalties for the violation of any Code of Conduct are listed in the Student Handbook, e.g. violation may lead to disciplinary action up to and including permanent dismissal from the College, if requested by the victim and changes are reasonably available. The Vice President for Student Services will work with faculty members if a class change is requested.

EDUCATIONAL PROGRAMS PROMOTING AWARENESS OF SEX OFFENSES

The college provides the following programs aimed at promoting awareness of sex offenses:

- 1) Lectures open to students and employees.
- 2) Programs with outside speakers.
- 3) Upon request, classroom discussions presented by the Volunteer State Community College Police Officers.

SEX OFFENSES PREVENTION PROGRAMS

- 1) Open programs provided by the Volunteer State Community College Police Officers.
- 2) Posters on campus bulletin boards.
- 3) Discussions concerning personal safety.
- 4) Video tapes available to faculty for classroom presentations.
- 5) Speakers available for Freshmen Orientation and classroom presentations.

DOMESTIC VIOLENCE

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, you can ask the District Attorney General to file a criminal complaint. You also have the right to go to the court having jurisdiction over domestic relations and file a petition requesting an order for protection from domestic abuse, which could include the following:

- 1) An order restraining the abuser from further acts of abuse.
- 2) An order directing the abuser to leave your household.
- 3) An order preventing the abuser from harassing you or coming about you for any reason.
- 4) An order awarding you or the other parent custody of or visitation with your minor child or children.
- 5) An order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so.

The area crisis line for the Domestic Violence program is HOME SAFE (615) 452-5439.

TIPS FOR SAFETY WHILE ON CAMPUS

Learn and follow all college security policies. These policies were created out of a concern for your welfare and consideration for the rights of others. Please report suspicious activity and vandalism immediately.

When walking or jogging:

- Go with someone.
- Stay away from isolated areas.
- Try and stay near streetlights.
- Hold your purse or briefcase tightly, close to your body.
- A front pocket is safer for a wallet than a back one.

- Dress sensibly. Tight pants, clogs, or heels make movement difficult.

If you are being followed:

- Cross the street or change directions.
- Keep looking back so the person knows you cannot be surprised.
- Go to a well-lighted area. Enter a building, hall, classroom, or library- anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description later.

If you are held up:

- Don't resist. No amount of money is worth taking chances with your life.
- Notify the campus police or local police immediately. Try to give a description that includes approximate age, height, weight, and details on hair, clothing, jewelry, scars, tattoos anything that is noticeable.

Where you live:

- Keep your doors and windows locked day and night.
- Don't let strangers in.
- Don't leave a door unlocked for someone planning to come back later.

Protect personal and College property:

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an I.D. number. Engraving tools are available for your use at the campus police department.
- Don't store your purse in an unlocked desk drawer.
- Don't leave your belongings unattended in libraries, hallways, locker rooms, or classrooms.

If you are working late:

- Keep your office door locked.
- Lock all doors behind you when entering or exiting at night.

In a car:

- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Check the back seat before getting into a car.

Protect your car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well-lighted areas.

REPORTING OF CRIME STATISTICS

With the passage of both The Tennessee College and University Security Information Act (T.C.A. 49-7-2201) and the Federal Crime Awareness & Campus Security Act of 1990, the Volunteer State Community College Police Department will report all crimes reported to our police agency to the Tennessee Bureau of Investigation. This monthly statistical data will be recorded for use in the F.B.I.'s Uniform Crime Report. In turn, all information is supplied to the United States Secretary of Education in compliance with all applicable federal laws. Statistics and data analysis for all institutions of higher education may be found at <http://ope.ed.gov/security/>.

The VSCC Police Department is a pro-active department that continually interacts with the college community. Crime prevention and safety sessions are available to the entire campus community through scheduled presentations in conjunction with the Office of the Vice President for Student Services and the Office of Human Resources. Circulars, pamphlets, brochures and the college student newspaper are other means by which valuable crime prevention and safety information is distributed throughout the college environment.

DAILY CRIME LOG

The Tennessee "College and University Security Act" of 1989 (Tennessee Code Annotated 49-7-2201 through 49-7-2207) describes the means by which colleges and universities in the State of Tennessee must publish particularly pertinent campus information along with reporting campus crimes to the Tennessee Bureau of Investigation. Volunteer State Community College Police Department publishes this information online as the Annual Security and Crime Report. An additional requirement is the publication of a Daily Crime Log. The purpose of a daily crime log is to record criminal incidents and alleged criminal incidents that are reported to VSCC Police Department in an easily understood format. Incidents must be made available on the log within two business days of receiving the report. A hard copy of the daily crime log, which is accessible to everyone, is located in the Vol State Police Department headquarters located in the Randy and Lois WOOD CAMPUS CENTER, room 105, ground floor, at the Gallatin location.

ANNUAL CRIME STATISTICS

Pursuant to the Federal “Student Right-to-Know and Campus Security Information Act” of 1990 and the Tennessee “College and University Security Information Act” of 1989, the January through December 2010 and previous two (2) years are provided below. State wide campus statistics are available by going to http://www.tbi.state.tn.us/tn_crime_stats/stats_analys.shtml and clicking on 2010 Crime on Campus.

The following statistics of crime reported on all sites are provided to you in an effort to comply with the “Federal Campus Crime Awareness and VSCC Security Act of 1990”. Additional copies of this report are available at the VSCC Police Department, Randy and Lois **Wood Campus Center, room 105 at the Gallatin location** upon request. These statistics include main campus and off campus sites and centers.

Reported Crimes	2010	2009	2008
Murder (includes Non-negligent and Negligent Manslaughter)	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Assault (Simple and Aggravated)	0	1	1
Burglary-Forced Entry	0	0	0
Burglary-No Force	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	40	25	11
Arson	0	0	0
Hate Crimes	0	0	0

	2010	2009	2008
Arrests - * Indicates incidents handled through the campus student judicial process. Reference: Student Handbook – Disciplinary Offenses	0	1	1
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0
2010 Fall Term Campus Population	Undergraduate Full Time Equivalent Enrollment 5,758 Graduate Enrollment 0 Staff Personnel 348 Faculty Personnel 389 Police and Security Personnel 11 Campus Population		6,506

EMERGENCY RESPONSE

The VSCC Emergency Management Plan, <http://www.volstate.edu/CampusPolice/documents/Emergency%20Management%20Guidelines.pdf>, is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general assumptions: An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of any emergency. Disasters may affect residents in the geographical location of VSCC therefore; municipal, state and federal emergency services may not be available on campus. A major emergency may be declared if information indicates that such a condition is developing or is probable.

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the Chief of Campus Police, in conjunction with the Crisis Management Team as follows: During the period of any campus emergency the Volunteer State Community College Police Department, as required, shall place into effect the appropriate procedures necessary in order to meet the emergency needs, safeguard persons and property, and maintain educational facilities. VSCC Police shall immediately consult with the Crisis Management Team regarding the emergency and the possible need for a declaration of a Campus State of Emergency.

The Crisis Management Team consists of the College President, the Emergency Director - Chief of the Vol State Police Department or designee, the Emergency Coordinator - Asst Chief of Campus Police or designee, Public/Media Relations - Director of Public Relations or designee, Damage Control - Senior Director of Plant Operations, Counseling - Director of the Advising Center, Telecommunications - Director of Telecommunications, Information Technology Services - Director of Information Technology, and Food Services - Asst. VP of Business and Finance.

When this declaration is made only registered students, employees and affiliates (i.e., persons required by employment) are authorized to be present on campus.

Those who cannot present proper identification (driver's license or employee/student identification, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with Tennessee State Law(s).

In addition, only those employees, who have been assigned to the Campus Emergency Resource Team (see Section C: Campus Emergency Resource Team Duties) or have been given access by the campus police department will be allowed to enter the immediate disaster site.

In the event of an emergency, the Chief of Campus Police or his/her designee will dispatch campus police officers or other individuals, as needed, to determine the extent of any damage to VSCC property.

In the absence of the Crisis Management Team, the Chief of Campus Police shall assume operational control of the emergency. The following may be established:

- **EMERGENCY COMMAND POST.** When a major emergency occurs, or is imminent, it shall be the responsibility of Campus Police to set up and staff an appropriate Emergency Command Post as directed.
- **FIELD EMERGENCY COMMAND POST.** If the emergency involves only one building or a small part of the campus, a Campus Police vehicle may be placed as near to the emergency as is reasonably possible. A command post will be established and staffed by at least one uniformed officer.
- **GENERAL EMERGENCY COMMAND POST.** If the emergency involves a large part of the campus the command post is to be set up in the Campus Police Office. If this site is unavailable, the Emergency Coordinator (see Section C: Campus Emergency Resource Team) is to select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation has been resolved. A marshaling area for outside and local agency assistance shall be established by the Campus Police Office for operations. A conference room, with facilities which is designated to accommodate multiple telephones and electrical equipment, is required.

EVACUATION PROCEDURES

Evacuation of all or part of the campus grounds will be announced by campus police and/or building/facility coordinators. All persons are to immediately evacuate the site in question and relocate to another area or part of the campus grounds as directed. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

Emergency Evacuation Plan for Individuals with Disabilities

The Office of Disability Services (ODS) will maintain a Safety Evacuation Locator List. This list will be updated each semester with the names of individuals registered with ODS who are unable to independently evacuate a building in case of fire, tornadoes, or other disaster. ODS will provide the list to VSCC Police.

The Safety Evacuation Locator List information will come from documentation on file with the Office of Disability Services. It will provide building name, room number, day of week, and time of class. It will include the names of students and their respective faculty member, as well as any documented employees and their official station. This list will provide a quick reference to begin rescue efforts. VSCC Police Officers will check the Locator List to establish, confirm, and evacuate the disabled involved in the emergency.

Visually Impaired - In the event of an emergency, inform the visually-impaired person of the nature of the emergency and offer to guide the person to the nearest emergency exit. The visually impaired can be escorted by taking hold of an elbow. Orient the person away from any obstacles that may be in the way.

Hearing Impaired - If the visual warning devices are not available, the hearing impaired person may not be aware an emergency exists. If the person is using a sign language interpreter and the interpreter is present, explain through the interpreter what is happening and give instructions to the nearest emergency exit. When the hearing impaired person cannot lip read, write a note to exit the building.

Mobility Impaired – Every effort should be made to assist the non-ambulatory individual in existing the building. If the individual is not on the ground floor, every effort should be given to move the wheelchair user to the nearest stairwell and wait on the landing (with the fire doors closed) for rescue personnel to arrive. In case of a false alarm, or isolated fire, it may not be necessary to risk a complicated evacuation where several apparatuses (catheters, respirators, quadriplegia neck braces) are involved. Do not lift the wheelchair or scooter down the stairs. The Volunteer State Community College Police Officials use specially designed evacuation chairs to safely move persons with mobility limitations down stairways. In case of near and immediate danger, the two-man lift technique can be used to lower a person out of the wheelchair and down the stairway.

If the individual is ambulatory with varying degrees of mobility, they should exit while the passageway is cleared.

The complete emergency management plan is available at

<http://www.volstate.edu/CampusPolice/documents/Emergency%20Management%20Guidelines.pdf>

TIMELY WARNING NOTIFICATION

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 U.S.C. § 1092(f) et seq. as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. In accordance with this Act, the Volunteer State Community College Police Department is responsible for issuing timely warnings. These warnings are provided to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and or safety of the campus population occurring on campus. An “**immediate**” threat as used here encompasses an imminent or impending threat. The possible risk of compromising law enforcement efforts will also be taken into consideration. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community. Some immediate threat examples:

- Outbreak of meningitis, norovirus or other serious illness.
- Approaching tornado, hurricane or other extreme weather conditions.
- Earthquake
- Terrorist Incident
- Armed Intruder
- Bomb Threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill.

Procedure

- In the event a situation arises, the Chief of VSCC Police or his designee shall order the issuance of a timely warning.
- A warning will be distributed as soon as possible after an incident is reported to the VSCC Police Department.
- The campus community may be informed through the following: emergency text alerts to registered mobile phones, campus public announcement system, campus email, and the campus website.

- Such warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of crime, appropriate safety tips, as well as available suspect information.

Anyone with information warranting a Campus Crime Alert should immediately report the circumstances to the Volunteer State Community College Police Department by calling 615-230-3595 or in person at the campus police department, located in the Wood Campus Center, room 105 at the Gallatin location.

To sign up for emergency text alerts, please go to <http://www.volstate.edu/PublicRelations/TextAlert.php>

EMERGENCY NOTIFICATION SYSTEM

The Emergency Notification System (ENS) located in designated areas, is the primary means for providing emergency information to the college. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. A text-message alert notification system will also be used to alert the campus community of a crisis or emergency situation along with campus wide emails.