

# 2025 ANNUAL SECURITY REPORT



Prepared By :  
Vol State Campus Police

**The Vol State Campus Police Department prepares the Annual Security Report (ASR) to meet the requirements of the Jeanne Clery Campus Safety Act. This report, which covers the Gallatin, Cookeville, Livingston, and Springfield locations, was created with input from Student Services, Human Resources, and local law enforcement and includes statistics on campus crime, arrests, and referrals.**

Reference: 34 CFR §668.46(b)(2)(ii) **Publication 157064-54**

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# MESSAGE FROM VOL STATE CAMPUS POLICE DEPARTMENT

Dear Vol State Community,

It is my privilege to present the Annual Security Report for Volunteer State Community College. This document reflects our continued commitment to transparency, accountability, and the ongoing pursuit of a safe and secure learning environment for all members of our campus community.

As Chief of Police, I recognize the importance of not only responding to incidents but also proactively working to prevent them. This report provides an overview of the campus crime statistics, institutional safety policies, and the programs we have in place to educate and protect our students, faculty, staff, and visitors. It serves as both an informational resource and a reaffirmation of our department's dedication to public safety.

Campus safety is a collective responsibility. Our department operates with the support and collaboration of college leadership, student services, and local emergency services to ensure an effective and coordinated approach to security. The role of each community member is vital in fostering a campus environment where safety, respect, and accountability are upheld.

I would like to express my sincere appreciation to the members of the Campus Police Department for their professionalism, adaptability, and commitment to service. Their efforts, often carried out behind the scenes, are instrumental in maintaining a secure campus environment.

As we look ahead, we remain focused on continuous improvement. The information in this report should not only inform but also inspire ongoing dialogue and engagement around safety and preparedness.

Thank you for your continued support and for partnering with us in making Volunteer State Community College a safe and welcoming place for all.



Sincerely,

*Chief Joe Pennington*

Chief of Police, Joe Pennington







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# WHAT IS THE JEANNE CLERY CAMPUS SAFETY ACT?

The Jeanne Clery Campus Safety Act ("Clery Act"), formerly the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, is a federal law aimed at promoting transparency and accountability in campus security. It requires colleges and universities that receive federal funding to publicly report information about certain crimes that occur on campus, on public property adjacent to campus, and in other Clery-designated areas, as well as to disclose their policies and efforts to maintain a safe and secure environment.

This legislation was born out of a tragic event—the 1986 murder of Jeanne Clery, a 19-year-old student at Lehigh University, who was sexually assaulted and killed in her dorm room by another student. At the time, there was little to no requirement for institutions to report campus crime, with fewer than 5% sharing data with federal authorities. Jeanne's parents believed she might have taken precautions had she known about the risks, and they fought to ensure other students would have access to that vital information.

Their advocacy led to the creation of the Clery Act, which continues to serve as a critical safeguard for students and families. By mandating clear, timely, and accessible reporting, the law ensures that institutions of higher education are more transparent about safety concerns and actively engaged in protecting their communities.

## CLERY ACT REQUIREMENTS

• Collect, classify, and count crime reports and statistics	
• Issue Campus Alerts and Warning Notices	• Publish an Annual Security Report (Due Date: Oct 1)
• Disclose missing student notification procedures, when applicable	• Submit crime and fire statistics to the Department of Education when applicable
• Disclose Procedures for Institutional Disciplinary Actions	• Provide Educational Programs and Campaigns
• Keep a Daily Crime Log	• Disclose Fire Safety Information, when applicable





# CONTACT INFORMATION

## On-Campus Contacts

Students and employees are encouraged to report a crime or other emergency-related incident occurring on or near Vol State locations to the Vol State Campus Police Department for the purpose of making both timely warning reports and the annual statistical disclosure.

**Officers are available at each of our locations during operating hours.**

Gallatin Campus Police	Cookeville Campus Police	Livingston Campus Police	Springfield Campus Police	Human Resources	Student Services
Wood Campus Center Suite 105	Room 201	Room E202	Room 118	Ramer room 127	Wood Campus Center Suite 219
615-230-3595	931-520-4616	931-462-5216	615-433-7041	615-230-3595	615-230-3442

## Off Campus Contacts

Gallatin	Cookeville	Cookeville	Springfield
<b><u>Sumner County ECC</u></b> (Police, Fire, Medical) (615) 451-3838	<b><u>Cookeville Police Department</u></b> (931) 526-2125	<b><u>Livingston City Police Department</u></b> (931) 823-6496	<b><u>Robertson County ECC</u></b> (Police, Fire, Medical) (615) 384-4911
<b><u>Highpoint Health</u></b> (Sumner) (615) 328-8888	<b><u>Putnam County ECC</u></b> (EMS and Fire) (931) 528-1555	<b><u>Overton County Sheriff's Department</u></b> (931) 823-5635	<b><u>Tri-Star North Crest Medical Center</u></b> (615) 698-3000
	<b><u>Cookeville Regional Medical Center</u></b> (931) 528-2541	<b><u>Livingston Regional Hospital</u></b> (931) 823-5611	



# SEXUAL MISCONDUCT REPORTING

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Vol State prohibits sex discrimination, sexual harassment, and sexual misconduct on all its locations. Sexual misconduct includes Title IX Sexual Harassment, dating violence, domestic violence, sexual assault, and stalking.

**All incidents of sexual misconduct and sexual violence on all campus locations should be reported to:**

Vice President for Student Services  
1480 Nashville Pike  
Gallatin, TN 37066  
(615) 230-3440  
[titleIXcoordinator@volstate.edu](mailto:titleIXcoordinator@volstate.edu)



## CONFIDENTIAL REPORTING

Reference: 34 CFR §668.46(b)(2)(iii)

The College does not have personnel designated as confidential reporting sources. However, if a victim additional community resources is available. This list can be accessed through the College's Title IX webpage at [https://www.volstate.edu/sites/default/files/documents/student-services/Local\\_Resource\\_Guide.pdf](https://www.volstate.edu/sites/default/files/documents/student-services/Local_Resource_Guide.pdf), in person at the Advising Center on the Gallatin Campus (Ramer Administration Building, Room 141), or by calling 615-230-3702.

## CAMPUS SECURITY AUTHORITIES (CSA)

Reference: 34 CFR 668.46(a)

Under the Clery Act, certain individuals and offices at Vol State are identified as Campus Security Authorities (CSAs). These include:

1. The Vol State Campus Police Department
2. Individuals responsible for campus security, even if not part of the formal police department
3. Designated persons or offices to whom crimes should be reported
4. College officials with significant responsibility for student and campus activities, such as student discipline and housing

# CSA, CONT.

While CSAs are recognized under federal law and may receive reports of Clery-reportable crimes, the College has designated the Vol State Campus Police Department as the primary department for receiving and documenting crime reports. This centralizes our response, improves the accuracy of reporting, and ensures timely action when safety is at risk.

Ref. Vol State Policy IV:30:13 Accurate and Prompt Reporting of Crimes and Other Emergencies

All members of the campus community—faculty, staff, students, and visitors—are strongly encouraged to report any crimes, suspicious activity, or safety concerns directly to the Campus Police Department as soon as possible. Prompt reporting allows for faster response, proper investigation, and appropriate warnings or interventions.

In addition, reports of sexual misconduct, harassment, or discrimination made to any College supervisor, manager, or employee must also be promptly reported to the Title IX/EEO Coordinator. This ensures that all reports are handled in accordance with College policy, Tennessee Board of Regents (TBR) regulations, and federal requirements. The Title IX/EEO Coordinator oversees investigations, provides support resources for affected individuals, and works to prevent recurrence of prohibited conduct.

Timely reporting not only allows for appropriate response but also helps the College identify patterns, evaluate risk, and implement preventative measures. All members of the campus community are encouraged to remain vigilant, participate in safety trainings, and familiarize themselves with reporting procedures. The College is committed to fostering a safe, respectful, and inclusive environment where everyone is empowered to report concerns without fear of retaliation.





# PART I:

# CLERY CRIMES & REPORTING

Under the Clery Act, a school must report to the Department of Education and disclose in its Annual Security Report statistics for the three most recently completed calendar years. Institutions also must submit their crime statistics to the Department as part of the annual data collection and survey, including the number of each of the following crimes – listed in the box below – that occurred on or within its Clery Geography and that are reported to local police agencies or to another official (as determined by the institution) campus security authority (CSA). As outlined in 34 CFR 668.46(c)(2), Clery Act reporting does not require the institution to initiate an investigation or disclose personally identifiable information (PII) about the victim.

The following chart provides a list of the crimes that must be reported and resources for where definitions for each Clery Crime can be found. (Clery Act Appendix for FSA Handbook ).

CLERY CRIME DEFINITIONS BY SOURCE				
National Incident-Based Reporting System (NIBRS)				
Criminal Homicide	Rape	Fondling	Incest	Statutory Rape
Robbery	Aggravated Assault	Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual:		
Burglary	Motor Vehicle Theft	All Hate Crimes		
Arson	Drug Law Violations	Violence Against Women Act of 1994:		
Liquor Law Violations	Illegal Weapons Possession	Domestic Violence	Dating Violence	
		Stalking	Sexual Assault	

## CRIME ON CAMPUS

Reference: 34 CFR 668.46(c)(1)

In compliance with the Clery Act, the Vol State Campus Police Department collects 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 (CSAs). 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 locations. 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.

# CRIME REPORTING PROCEDURES

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

Vol State is committed to ensuring a safe and secure environment for faculty, staff, students, and visitors. Prompt and accurate reporting of criminal offenses is essential for timely responses, issuing warnings when necessary, and compiling crime statistics in compliance with the Clery Act, Vol State Policy IV:30:13, and T.C.A §49-7-2201 et seq. All crimes and suspicious activities must be reported promptly and accurately to Vol State Campus Police and other appropriate agencies.

Members of the Vol State community are encouraged to report any criminal activity, suspicious behavior, or emergency situations promptly to the Campus Police Department.

When reporting an incident:

- **Immediately report** situations such as crimes in progress, suspicious individuals, aggressive behavior, fire, medical emergencies, or any situation that poses a threat to safety.
- **Remain calm and follow all instructions** provided by the dispatcher or responding officers. If you are in immediate danger, you may be directed to evacuate, shelter in place, or take other protective actions.
- **Do not hang up** the phone until the dispatcher advises you to do so. Your continued communication may be essential to ensure a timely and effective response.
- **Follow all directions**, including meeting responding officers at a designated location, unlocking doors, or signaling to officers from a safe location if needed.
- **Provide detailed information** about the incident, including descriptions of any individuals, vehicles, or suspicious activity involved.

Timely and accurate reporting helps ensure the safety of our campus community and supports effective law enforcement response and investigation.

When reporting a crime or suspicious activity, providing detailed physical descriptions can significantly assist responding officers. Key details to observe and report include:

- **Person(s):** Note the individual's race, sex, approximate age, height, and weight. Include details such as hair color, clothing description, and any distinguishing features (e.g., tattoos, hats, glasses, or facial hair).
- **Vehicle(s):** Provide the vehicle's color, year, make, model, license plate number, and type (e.g., sedan, SUV, truck). Indicate the vehicle's location, direction of travel, or if parked, the direction it is facing.

## What Happens After a Report is Made?

Upon receiving a crime or emergency report, the Vol State Campus Police Department will initiate an investigation. If the report involves a criminal offense, the investigation may result in criminal charges being pursued. If the report involves an emergency situation, appropriate emergency response protocols will be activated to ensure the safety and security of the campus community.

# CRIME STATISTICS

Statistics for the following criminal offenses have been collected regardless of court findings, coroner or jury complaints, and investigations. The following pages provide statistics concerning crimes occurring on campus and public property during the most recent calendar year and during the two preceding calendar years.

## Statistics for On-Campus Student Housing Facility

Vol State does not have residential facilities at any of its campus locations, 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 Locations

Hate or bias-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 2024, 2023, or 2022.

## Unfounded Crime Statistics – All Campus Locations

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 2024, 2023, or 2022.





# CRIME STATISTICS BY LOCATION

CRIME STATISTICS GALLATIN CAMPUS				On-Campus			Non-Campus			Public Property		
				2024	2023	2022	2024	2023	2022	2024	2023	2022
Criminal Offenses (Primary Crimes)												
Murder/Non-Negligent Manslaughter				0	0	0	0	0	0	0	0	0
Manslaughter by Negligence				0	0	0	0	0	0	0	0	0
Sex Offenses	Fondling			0	0	0	0	0	0	0	0	0
	Incest			0	0	0	0	0	0	0	0	
	Rape			0	0	0	0	0	0	0	0	
	Statutory Rape			0	0	0	0	0	0	0	0	
Aggravated Assault				0	0	0	0	0	0	0	0	1
Arson				0	0	0	0	0	0	0	0	0
Robbery				0	0	0	0	0	0	0	0	0
Burglary				0	0	0	0	0	0	0	4	0
Motor Vehicle Theft				0	0	0	0	0	0	0	1	0
Total				0	0	0	0	0	0	0	5	1
VAWA Offenses												
Domestic Violence				0	0	0	0	0	0	1	0	1
Dating Violence				1	0	0	0	0	0	0	0	0
Stalking				0	1	0	0	0	0	0	0	0
Total				1	1	0	0	0	0	1	0	1
Alcohol, Drugs, Weapons Arrests												
Liquor Law Arrests				0	0	0	0	0	0	0	0	1
Drug Law Arrests				0	0	0	0	0	0	0	0	0
Weapons Law Arrests				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	1
Alcohol, Drugs, Weapons Disciplinary Actions/Referrals												
Liquor Law Violations				0	0	0	0	0	0	0	0	0
Drug Law Violations				0	0	0	0	0	0	0	0	0
Weapons Law Violations				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0
CRIME STATISTICS SPRINGFIELD CAMPUS				On-Campus			Non-Campus			Public Property		
				2024	2023	2022	2024	2023	2022	2024	2023	2022
Criminal Offenses (Primary Crimes)												
Murder/Non-Negligent Manslaughter				0	0	0	0	0	0	0	N/R	N/R
Manslaughter by Negligence				0	0	0	0	0	0	0	N/R	N/R
Sex Offenses	Fondling			0	0	0	0	0	0	0	N/R	N/R
	Incest			0	0	0	0	0	0	0	N/R	N/R
	Rape			0	0	0	0	0	0	0	N/R	N/R
	Statutory Rape			0	0	0	0	0	0	0	N/R	N/R
Aggravated Assault				0	0	0	0	0	0	0	N/R	N/R
Arson				0	0	0	0	0	0	0	N/R	N/R
Robbery				0	0	0	0	0	0	0	N/R	N/R
Burglary				0	0	0	0	0	0	0	N/R	N/R
Motor Vehicle Theft				0	0	0	0	0	0	0	N/R	N/R
Total				0	0	0	0	0	0	0	N/R	N/R
VAWA Offenses												
Domestic Violence				0	0	0	0	0	0	0	N/R	N/R
Dating Violence				0	0	0	0	0	0	0	N/R	N/R
Stalking				0	0	0	0	0	0	0	N/R	N/R
Total				0	0	0	0	0	0	0	N/R	N/R
Alcohol, Drugs, Weapons Arrests												
Liquor Law Arrests				0	0	0	0	0	0	0	N/R	N/R
Drug Law Arrests				0	0	0	0	0	0	0	N/R	N/R
Weapons Law Arrests				0	0	0	0	0	0	0	N/R	N/R
Total				0	0	0	0	0	0	0	N/R	N/R
Alcohol, Drugs, Weapons Disciplinary Actions/Referrals												
Liquor Law Violations				0	0	0	0	0	0	0	N/R	N/R
Drug Law Violations				0	0	0	0	0	0	0	N/R	N/R
Weapons Law Violations				0	0	0	0	0	0	0	N/R	N/R
Total				0	0	0	0	0	0	0	N/R	N/R

# CRIME STATISTICS BY LOCATION

CRIME STATISTICS COOKEVILLE CAMPUS				On-Campus			Non-Campus			Public Property		
				2024	2023	2022	2024	2023	2022	2024	2023	2022
Criminal Offenses (Primary Crimes)												
Murder/Non-Negligent Manslaughter				0	0	0	0	0	0	0	0	0
Manslaughter by Negligence				0	0	0	0	0	0	0	0	0
Sex Offenses	Fondling			0	0	0	0	0	0	0	0	0
	Incest			0	0	0	0	0	0	0	0	0
	Rape			0	0	0	0	0	0	0	0	0
	Statutory Rape			0	0	0	0	0	0	0	0	0
Aggravated Assault				0	0	0	0	0	0	0	0	0
Arson				0	0	0	0	0	0	0	0	0
Robbery				0	0	0	0	0	0	0	0	0
Burglary				0	0	0	0	0	0	0	0	0
Motor Vehicle Theft				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence				0	0	0	0	0	0	0	0	0
Dating Violence				1	0	0	0	0	0	0	0	0
Stalking				0	0	0	0	0	0	0	0	0
Total				1	0	0	0	0	0	0	0	0
Alcohol, Drugs, Weapons Arrests												
Liquor Law Arrests				0	0	0	0	0	0	0	0	0
Drug Law Arrests				0	0	0	0	0	0	0	0	0
Weapons Law Arrests				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0
Alcohol, Drugs, Weapons Disciplinary Actions/Referrals												
Liquor Law Violations				0	0	0	0	0	0	0	0	0
Drug Law Violations				0	0	0	0	0	0	0	0	0
Weapons Law Violations				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0

CRIME STATISTICS LIVINGSTON CAMPUS				On-Campus			Non-Campus			Public Property		
				2024	2023	2022	2024	2023	2022	2024	2023	2022
Criminal Offenses (Primary Crimes)												
Murder/Non-Negligent Manslaughter				0	0	0	0	0	0	0	0	0
Manslaughter by Negligence				0	0	0	0	0	0	0	0	0
Sex Offenses	Fondling			0	0	0	0	0	0	0	0	0
	Incest			0	0	0	0	0	0	0	0	0
	Rape			0	0	0	0	0	0	0	0	0
	Statutory Rape			0	0	0	0	0	0	0	0	0
Aggravated Assault				0	0	0	0	0	0	0	0	0
Arson				0	0	0	0	0	0	0	0	0
Robbery				0	0	0	0	0	0	0	0	0
Burglary				0	0	0	0	0	0	0	0	0
Motor Vehicle Theft				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0
VAWA Offenses												
Domestic Violence				0	0	0	0	0	0	0	0	0
Dating Violence				1	0	0	0	0	0	0	0	0
Stalking				1	0	0	0	0	0	0	0	0
Total				2	0	0	0	0	0	0	0	0
Alcohol, Drugs, Weapons Arrests												
Liquor Law Arrests				0	0	0	0	0	0	0	0	0
Drug Law Arrests				0	0	0	0	0	0	0	0	0
Weapons Law Arrests				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0
Alcohol, Drugs, Weapons Disciplinary Actions/Referrals												
Liquor Law Violations				0	0	0	0	0	0	0	0	0
Drug Law Violations				0	0	0	0	0	0	0	0	0
Weapons Law Violations				0	0	0	0	0	0	0	0	0
Total				0	0	0	0	0	0	0	0	0

# DAILY CRIME LOG

In compliance with the Clery Act, Vol State Campus Police Department maintains and makes available a daily crime log, recording all reported criminal incidents and allegations. Entries are added within two business days and are available for public inspection, free of charge, for the most recent 60 days at the Campus Police Department offices in Gallatin, Cookeville, Livingston, and Springfield during normal business hours. Any portion of the crime log older than sixty days will be made available upon request within two business days.

## TENNESSEE INCIDENT-BASED CRIME REPORTING - TIBRS

In compliance with the Tennessee "College and University Security Act" of 1989 (T.C.A. §§ 49-7-2201 to 49-7-2207), all college and university law enforcement agencies, including the Vol State Campus Police Department, are required to report crimes occurring on campus to the Tennessee Bureau of Investigation (TBI). Please note that crime data reported to TBI through the Tennessee Incident-Based Reporting System (TIBRS) may differ from Clery Act statistics due to different classification and reporting requirements. To view the TBI's most recent **"Crime on Campus"** report, which includes statistics from institutions across the state, visit the TBI website: <https://www.tn.gov/tbi>.

## SEX OFFENDER REGISTRY

Reference: 34 CFR §668.46(b)(12)

In accordance with the Adam Walsh Child Protection and Safety Act of 2006, information regarding registered sex offenders is publicly available. Members of the campus community can access this information through the Tennessee Sex Offender Registry, maintained by the Tennessee Bureau of Investigation (TBI), by visiting: <https://sor.tbi.tn.gov/home>.

This resource provides details on registered sex offenders in Tennessee, including those who may reside, work, or attend school near Vol State locations.

The act designates certain information concerning a registered sex offender as public information and therefore amends and supersedes 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 about 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.



# PART II: CLERY GEOGRAPHY

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, 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 locations shall be reported to the Vol State Campus Police Department.

## VOL STATE LOCATIONS AND CLERY GEOGRAPHY

Reference: 34 CFR 668.46(a)

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

**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 about, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property** – All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

The Vol State Campus Police Department is the official law enforcement agency responsible for providing police and security services at all Vol State locations. Policies, procedures, and campus access guidelines are consistent across all locations to ensure a uniform approach to safety and compliance.

If you have comments, concerns, or questions regarding campus police or security services, please contact:

**Chief of Police Joe Pennington**

✉ [joe.pennington@volstate.edu](mailto:joe.pennington@volstate.edu)

☎ (615) 230-3595

# VOL STATE GALLATIN

The Gallatin campus, located at 1480 Nashville Pike, Gallatin, TN 37066, serves as the main campus of Volunteer State Community College. This central location includes eighteen buildings dedicated to academics, student services, and campus operations.

All crimes, emergencies, or safety concerns occurring on the Gallatin campus should be reported directly to the Vol State Campus Police Department. Prompt reporting helps ensure a safe environment for all members of the campus community.

## REGIONAL LOCATIONS

### Vol State Cookeville

1000 Neal Street  
Cookeville, TN 38501

### Vol State Livingston

113 Windle Community Rd  
Livingston, TN 38570

### Vol State Springfield

150 Laureate Avenue  
Springfield, TN 37172



# PART III: REPORTING, PROCEDURES, POLICY, AND NOTIFICATION REQUIREMENTS

## POLICY STATEMENTS

### Alcohol and Underage Drinking Policy

Reference: 34 CFR §668.46(b)(8) & (b)(9)

College students encounter numerous pressures beyond their academic responsibilities. Drug and alcohol abuse is a significant concern, particularly as social expectations to "party" increase during college years. The college strictly upholds all state and local regulations concerning the possession, use, and distribution of alcoholic beverages by individuals under 21, both on campus and at college-sponsored events. For more information, visit Vol State's [Alcohol Use and Abuse](#) information page.

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).





# Illegal Drugs and State Laws

## State of Tennessee Drug Laws and Penalties

Like many states, Tennessee classifies controlled substances into schedules. The state's seven schedules are based on the drug's level of abuse, addiction, and accepted medical uses. Under Tennessee law, a simple possession charge is a Class A misdemeanor (§ 39-17-418). Almost all other violations of drug laws are felonies under § 39-17-417, including the following:

- Manufacturing a controlled substance
- Delivering a controlled substance
- Selling a controlled substance
- Possessing a controlled substance with intent to manufacture, deliver, or sell it

### STATE DRUG PENALTY CHART

CLASS A FELONY	CLASS B FELONY	CLASS C FELONY	CLASS D FELONY	CLASS E FELONY	CLASS A Misdemeanor
<ul style="list-style-type: none"> <li>• 150 grams or more of fentanyl, heroin, or morphine</li> <li>• 50 grams or more of hydromorphone or LDS</li> <li>• 300 grams or more of cocaine or methamphetamine</li> <li>• 300 or more pounds of marijuana</li> </ul>	<ul style="list-style-type: none"> <li>• 15 or more grams of fentanyl, heroin, or morphine</li> <li>• Five or more grams of hydromorphone or LSD</li> <li>• 26 or more grams of cocaine or methamphetamine</li> <li>• Between 70 and 300 pounds of marijuana</li> </ul>	<ul style="list-style-type: none"> <li>• Any Schedule II controlled substance in an amount less than .5 grams</li> </ul>	<ul style="list-style-type: none"> <li>• Any Schedule III or IV controlled substance</li> </ul>	<ul style="list-style-type: none"> <li>• Any Schedule V controlled substance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowingly possessing or engaging in the casual exchange of a controlled substance, unless a practitioner has issued a valid prescription</li> </ul>
<ul style="list-style-type: none"> <li>• A mandatory minimum sentence of 15 to 60 years in prison.</li> <li>• A fine of up to \$500,000</li> </ul>	<ul style="list-style-type: none"> <li>• A mandatory minimum sentence of eight to 30 years in prison.</li> <li>• A fine of up to \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Between three to 15 years in prison</li> <li>• A fine up to \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Between two to 12 years in prison</li> <li>• A fine up to \$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• Between one to six years in prison</li> <li>• A fine up to \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 11 months and 29 days of imprisonment</li> <li>• A fine up to \$2,500</li> </ul>

## Illegal Drugs and Federal Laws

### Federal Drug Laws and Penalties

Manufacturing, Distributing, or Possessing With Intent to Distribute a Controlled Substance: (21 U.S.C. § 841(a)(1)) – It is a federal crime to manufacture, distribute, or possess with intent to distribute a controlled substance. This is the most frequently charged federal drug statute. Many drug prosecutions involve cocaine (crack and powder), methamphetamine, heroin, fentanyl, marijuana and prescription pills (oxycodone, hydrocodone, Xanax, etc.). If you are involved with the following amounts, you are facing these penalties:



## FEDERAL DRUG PENALTY CHART

DRUG	841(b)(1)(A) Minimum 10 years to life*	841(b)(1)(B) Minimum 5 years to 40 years*	841(b)(1)(C) Up to 20 years*
Heroin	1 kilo or more	100 grams or more	Less than 100 grams
Fentanyl	400 grams or more	400 grams or more	Less than 40 grams – <b>even a trace amount is a felony.</b>
Cocaine (powder)	5 kilos or more	500 grams or more	Less than 500 grams
Crack	280 grams or more	28 grams or more	Less than 28 grams
Meth	50 grams or more (actual); 500 grams or more (mixture)	5 grams or more (actual); 50 grams or more (mixture)	Less than 5 grams
Marijuana	1000 kilos or more	100 kilos or more	Less than 100 kilos
Pills	N/A	N/A	Any amount

**\*Factors which increase the absolute least sentence and the maximum sentence:**

**Prior Felony Drug Conviction** – Minimum 10 years to Life offense doubles to minimum 20 years to Life. Minimum 5 to 40 year offense doubles to minimum 10 years to Life. Up to 20 year offense increases to up to 30 years.

**2 Prior Felony Drug Convictions** – 10 years to Life offense becomes Mandatory Life Without the Possibility of Parole.

**Drug Conspiracy:** (21 U.S.C. § 846) – An agreement between two or more persons to violate drug laws. **Penalty: Same as the chart.**

**Attempt:** (21 U.S.C. § 846) – Intent to commit a drug offense and taking a substantial step toward the commission of the crime. **Penalty: Same as the chart.**

**Maintaining Drug-Involved Premises:** ("crack house statute") (21 U.S.C. § 856) – It is a federal crime to open, lease, rent, use, maintain, manage, or control a dwelling for the purpose of manufacturing, distributing, storing, or using any controlled substance (not just crack). **Penalty: Up to 20 years, and possible forfeiture of the house to the federal government.**

**Possessing Products or Equipment to be Used to Manufacture a Controlled Substance:** (21 U.S.C. § 843(a)(6)) – It is a federal crime to possess chemicals, materials, or equipment which can be used to manufacture a controlled substance knowing, or having reasonable cause to believe, that the items will be used to manufacture a controlled substance. (most commonly crack or methamphetamine). **Penalty: up to 10 years for methamphetamine / up to 4 years for other controlled substances. Penalties are doubled for offenders with a previous drug felony conviction.**

**Manufacturing, Distributing, or Possessing with Intent to Distribute Methamphetamine where Children are Present or Reside:** (21 U.S.C. § 860a) – Provides an increase in the punishment if children under the age of 18 are present or reside at location where methamphetamine is manufactured. **Penalty: up to 20 years consecutive to any other sentence imposed.**

**Asset Forfeiture:** (21 U.S.C. § 853) – Property (cash, personal property (including vehicles), and real estate) used to assist drug trafficking, as well as the proceeds of drug trafficking (income and assets), are forfeitable to the government under federal law.

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

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

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

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-Free Workplace Policy

Reference: Vol State Policy V:01:05

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.). Following 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 Vol State 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.

Ref: Vol State Policy V:01:05 Drug-Free

<https://www.volstate.edu/sites/default/files/documents/policies/human-resources/V-01-05-Drug-Free-Workplace.pdf>

## Missing Student Notification

Reference: 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. Vol State does not provide any on-campus student housing facilities.

# DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Vol State prohibits sex discrimination, sexual harassment, and sexual misconduct on all of its locations and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct following college policy. Sexual misconduct includes dating violence, domestic violence, sexual assault, and stalking.

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.

## Crisis Response: Immediate Steps for Survivors

Regardless of your decision to report, your safety and well-being 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.



# DATING VIOLENCE, CONT.

## Reporting Options

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

Vice President for Student Services

1480 Nashville Pike

Gallatin, TN 37066

615-230-3440

[titleixcoordinator@volstate.edu](mailto: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.

## Law Enforcement Reporting

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.

## Confidential Reporting

If you prefer to report an incident of sexual misconduct in a confidential manner, a list of confidential community resources is available in the Office of Advising or by calling 615-230-3702. The College respects every victim's decision to report an incident confidentially; however, making a confidential report limits the College's ability to investigate or pursue disciplinary action against the alleged offender.

## Investigation Requirements and Procedures

Reference: CFR §668.46(b)(11)(ii)

All proceedings will include a prompt, fair, and impartial investigation, and result. The College will provide both parties with impartial rights during the process. All complaints of sexual misconduct will be presented to the Title IX coordinator for assessment and appropriate disposition. Vol State 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 a written Notice of Allegations to known Parties, which will explain the allegations and the investigation and grievance process. The College, its officers, employees, or agents, are 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 investigate 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.

# DATING VIOLENCE, CONT.

## Investigation of Formal Complaints, cont.

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 decide 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.

# DATING VIOLENCE, CONT.

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 that 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 the 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: 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.



# RIGHTS AND OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT

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 and, the 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](https://www.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/>.

## 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)

# STOP CAMPUS HAZING ACT

Volunteer State Community College (Vol State) is committed to fostering a safe and healthy campus environment and actively complies with the Stop Campus Hazing Act through a combination of policy enforcement, prevention programming, and transparent reporting.

As a member of the **Coalition for Healthy and Safe Campus Communities** (CHASCo), Vol State participates in a statewide initiative that supports Tennessee's public and private colleges with essential resources, training, and assessment tools. Through CHASCo, Vol State implements **prevention programming** aimed at educating students and staff about the dangers and consequences of hazing and promoting a culture of respect and accountability.

To ensure compliance with reporting and transparency requirements, Vol State utilizes **Maxient**, a comprehensive online platform for incident reporting and case management. Maxient is accessible to all students, faculty, staff, and external individuals through the Vol State website, enabling prompt and accessible reporting of hazing and other misconduct. The platform also maintains data on disciplinary issues, including hazing, in alignment with state and federal expectations.

Vol State's **Student Conduct and Discipline Standards Policy (III:00:05)** clearly defines hazing in accordance with **T.C.A. § 49-7-123(a)(1)** and outlines that individuals and student organizations may face disciplinary action for violations. Hazing is strictly prohibited, and any conduct that endangers the mental or physical health or safety of individuals in connection with initiation or affiliation with an organization is subject to investigation and sanctions.

Disciplinary decisions at Vol State are made using the **"preponderance of the evidence"** standard, ensuring fairness and due process. The college regularly publishes and communicates prohibited conduct, reinforcing awareness among the campus community.

Through its partnership with CHASCo, the use of the Maxient system, and its established conduct policies, Vol State upholds the goals of the Stop Campus Hazing Act by prioritizing prevention, accountability, and student safety.

# EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Reference: 34 CFR §668.46(b)(8) & (b)(9)

Vol State maintains a comprehensive Emergency Management Plan to guide the institution's response to emergencies and crisis situations across all campus locations. The authority to declare a campus state of emergency lies with the Chief of Campus Police or their designee, in consultation with the College President.

During a declared emergency, the Vol State Campus Police Department is responsible for initiating and coordinating response efforts to safeguard life, protect property, and maintain campus operations.

## Reporting Emergencies

All emergencies should be reported immediately to:

- **Vol State Campus Police Department** or
- **Local first responders** by dialing **911**

## Evacuation Procedures

Once an emergency or dangerous situation has been confirmed, either through investigation by Campus Police or in consultation with external agencies (e.g., fire departments, public health officials, or emergency management personnel), the Campus Police Department will determine whether a partial or full campus evacuation is necessary.

Notification and evacuation instructions will be provided through appropriate emergency communication channels, and updates will be shared as the situation develops.

Upon receiving evacuation instructions:

- Immediately exit the affected building or area as directed.
- Follow instructions provided by Campus Police and trained Building Coordinators.
- Building Coordinators are trained campus volunteers who assist with evacuation efforts.
- They wear easily identifiable safety vests and carry portable radios for direct communication with Campus Police.
- Proceed to the designated Emergency Assembly Points, located in parking lots safely away from buildings and emergency response routes.
- Keep all streets, fire lanes, sidewalks, and hydrant areas clear for emergency responders.

The College will continue to assess conditions during the event and may issue further evacuation orders or all-clear announcements depending on the evolving situation.



## Immediate Emergency Notification

Ref: Vol State Policy IV:30:16

The Vol State Campus Police Department is responsible for issuing immediate emergency notifications to inform the campus community of any confirmed emergency or dangerous situation that poses an immediate threat to the health or safety of students, employees, or visitors.

Once a situation is confirmed—either directly by Campus Police or in consultation with local emergency services—the College will promptly determine the content and scope of the message and activate the notification system without delay, unless doing so would compromise efforts to assist a victim or mitigate the emergency.

## Notification Content and Delivery

The amount and type of information shared will depend on the nature of the incident. Initial alerts will be clear, concise, and actionable. Updates will follow as more information becomes available.

**Primary methods of notification include:**

- **Public Announcement (PA) system**
- **Vol State email**
- **Text Alerts** (via the Rave system): <https://www.getrave.com/login/volstate>

**Supplemental methods may include:**

- **Vol State social media platforms**
- **College website:** <https://www.volstate.edu>

While primary alerts are directed to campus community members, families, and the broader public are encouraged to monitor the College website and social media channels for official updates during an emergency.

## Examples of Situations Warranting Emergency Notification

Situations that may require an emergency notification include, but are not limited to:

- Active assailant or weapons incident on campus
- Hostage or barricaded subject situations
- Riot or large-scale civil disturbance
- Confirmed bomb threat or suspicious package with a device
- Tornado or severe weather event
- Major fire or explosion
- Building collapse or significant structural failure
- Biological hazard or threat
- Gas leak or hazardous material spill
- Widespread flooding or utility failure

# TESTING OF THE EMERGENCY PLAN

As part of our commitment to campus safety, Vol State regularly tests its emergency response procedures to ensure we are prepared for real-life emergencies. The Clery Act defines a “test” as a scheduled drill or exercise that includes follow-up activities to evaluate the effectiveness of our emergency plans.





# TESTING OF THE EMERGENCY PLAN, CONT.

Here is what you can expect from our emergency drills:

- Drills are held each Spring and Fall semester to test how well our emergency systems—such as text alerts and the public announcement (PA) system—are working.
- These exercises involve campus police, building coordinators, and the broader campus community working together to practice emergency procedures.
- While outside emergency responders are invited to participate, their involvement is not required.
- After each drill, participants are encouraged to complete a brief survey to help us assess how the drill went and identify areas for improvement.
- The main goal is to ensure that everyone knows what to do in an emergency and can respond quickly and safely.

These routine drills help Vol State maintain a safe learning and working environment by making sure our emergency plan is clear, effective, and well-practiced.

## TIMELY WARNING NOTIFICATION

Reference: 34 CFR §668.46(b)(2)(i)

The Vol State Campus Police Department is responsible for issuing timely warnings when a situation arises that poses a serious or ongoing threat to the safety of the campus community. These warnings are designed to provide information that helps protect our students, employees, and visitors and to help prevent similar incidents from occurring.

A timely warning will be issued when:

- A Clery-reportable crime occurs within Vol State's Clery geography;
- The crime has been reported to Campus Police, a Campus Security Authority (CSA), or local law enforcement; and
- The incident is determined to present a serious or continuing threat to the campus community.

Each situation is assessed individually by the Campus Police Department, considering:

- The nature and severity of the crime,
- Whether there is a continuing danger to others, and
- The potential impact on any ongoing law enforcement investigation.

Please note: Some details may be withheld from the alert if sharing them could compromise an active investigation.

### Content of Timely Warnings

Timely warnings will include:

- The type of incident (e.g., robbery, sexual assault),
- The location and approximate time of occurrence,
- Safety precautions the campus community can take,
- Any other information that may help in prevention or identifying a suspect.



# TIMELY WARNING NOTIFICATION, CONT.

Reference: 34 CFR §668.46(b)(2)(i)

## How Warnings Are Communicated

Vol State may use one or more of the following methods to issue a timely warning:

- Public Announcement (PA) system (when immediate verbal alerts are needed),
- Campus-wide emails,
- Text message alerts through the Vol State RAVE alert system,
- Social media (Facebook, Twitter, etc.),
- College website: [www.volstate.edu](http://www.volstate.edu)

## Types of Crimes That May Trigger a Timely Warning

Warnings may be issued for, but are not limited to, the following Clery-reportable offenses when they pose an ongoing threat:

- Homicide (murder or manslaughter)
- Sex offenses (rape, fondling, incest, statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hazing
- Hate crimes (crimes motivated by bias based on race, gender, religion, sexual orientation, disability, ethnicity, national origin, gender identity)



# 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 assess the information to determine if external emergency medical responders are necessary. ALL WORK-RELATED INJURIES MUST BE REPORTED IMMEDIATELY.



# SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Reference: 34 CFR §668.46(b)(3)

The Vol State Campus Police Department is responsible for managing the security and access control of all campus facilities. Electronic access control systems and burglar alarms are used to monitor and manage entry to college buildings. Closed-circuit television (CCTV) cameras are also in place across campus grounds to enhance safety through active monitoring and recorded surveillance.

Although Vol State does not offer on-campus housing, Campus Police officers conduct daily inspections of all college buildings and promptly report any safety or security concerns to the Department of Plant Operations for resolution. The Campus Police Department also works closely with the Senior Director of Plant Operations to evaluate and incorporate safety and security measures into the planning and design of new construction and renovation projects.

## ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL

### **Vol State Campus Police Department Authority and Jurisdiction**

Reference: 34 CFR §668.46(b)(4)(i)

Vol State's Campus Police Department is an independent law enforcement agency recognized by the FBI and the State of Tennessee, responsible for police and security services across the Gallatin, Cookeville, Livingston, and Springfield locations. The department includes full-time and part-time police officers, unarmed security officers, an administrative assistant, and two dispatchers.

Campus Police Officers are commissioned under Tennessee Code Annotated § 49-7-118 and Tennessee Board of Regents Policy No. 5:01:07:00. All officers have graduated from accredited law enforcement academies and meet state standards. They receive ongoing training in compliance with the Tennessee Peace Officer Standards and Training Commission (POST), including mandatory 40-hour annual in-service sessions.

Vol State Campus Police Officers are fully authorized to enforce state laws and college regulations. They have the power to detain and arrest individuals involved in unlawful activities occurring on campus or in surrounding areas.

### **Who We Are – Vol State Campus Police**

The Vol State Campus Police Department is dedicated to maintaining a safe and secure environment for all students, employees, and visitors. Here is what you should know about us:

- We are certified, sworn police officers employed by the college to serve and protect the campus and surrounding areas.
- Our team includes a combination of full-time and part-time police officers, as well as trained security personnel.
- We were established to provide faster response times and campus-focused services that go beyond what local police departments can typically offer.
- In addition to responding to criminal activity, we also handle medical emergencies, fire alarms, and other safety-related incidents.

# ENFORCEMENT AUTHORITY OF SECURITY PERSONNEL

## How We Compare to Local Law Enforcement

Our officers have the same authority and responsibilities as city or county law enforcement officers. Like them:

- We are required to attend a certified police training academy.
- We have full arrest powers and authority to enforce state laws and campus regulations.
- We complete at least 40 hours of in-service training each year to stay current with best practices.
- We transport detainees to the same local detention facilities and appear in the same courts.
- We conduct traffic enforcement, issue citations, and investigate motor vehicle accidents on campus.

Vol State Campus Police are not just security—we are fully empowered law enforcement officers dedicated to keeping our campus community safe

## OUR WORKING RELATIONSHIPS

In accordance with the Robert “Robbie” Nottingham Campus Crime Scene Act of 2004 and Tennessee Code Annotated §49-7-129, the Vol State Campus Police Department is required to immediately notify the local law enforcement agency with jurisdiction when certain serious incidents occur on campus. Specifically, if the Campus Police receive a report or information indicating that a medically unattended death or any form of rape has occurred on Vol State property, they will promptly inform the appropriate local police agency.

In these cases, a joint investigation will be conducted between Vol State Campus Police and the local law enforcement agency.

To support this process, Vol State has a formal Memorandum of Understanding (MOU) with the Gallatin Police Department, outlining each agency’s responsibilities and authority within overlapping jurisdictions in Gallatin, Tennessee. While there are no formal MOUs with other law enforcement agencies in our service areas, Vol State Campus Police works cooperatively with all local departments to ensure that investigations are handled thoroughly, and that justice is pursued to completion.

## OUR MISSION

The mission of the Vol State 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 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.





# ACCURATE AND PROMPT REPORTING OF CRIMES

Vol State is committed to ensuring a safe and secure environment for faculty, staff, students, and visitors. Prompt and accurate reporting of criminal offenses is essential for timely responses, issuing warnings when necessary, and compiling crime statistics in compliance with the Clery Act, Vol State Policy IV:30:13, and T.C.A §49-7-2201 et seq. All crimes and suspicious activities must be reported promptly and accurately to Vol State Campus Police and other appropriate agencies.

Members of the Vol State community are encouraged to report any criminal activity, suspicious behavior, or emergency situations promptly to the Campus Police Department.

## PASTORAL AND PROFESSIONAL COUNSELORS

### Confidential Reporting

Reference: 34 CFR §668.46(b)(2)(iii)

Vol State does not employ pastoral counselors, licensed professional counselors, medical personnel, or other individuals in positions that are legally recognized as confidential reporting sources. As a result, all employees and students who become aware of a crime are required to report that information to the Vol State Campus Police Department.

Although the Campus Police Department handles all reports with sensitivity and strives to maintain discretion throughout the investigative process, absolute confidentiality cannot be guaranteed. Certain details may need to be shared in accordance with legal requirements or institutional policy.

This approach ensures that all safety concerns and criminal incidents are appropriately reported, documented, and addressed, supporting the overall security and well-being of the Vol State community.

A list of additional community resources may be obtained from the College's Title IX web page [https://www.volstate.edu/sites/default/files/documents/student-services/Local\\_Resource\\_Guide.pdf](https://www.volstate.edu/sites/default/files/documents/student-services/Local_Resource_Guide.pdf) or the Advising Center located on the Gallatin Campus in the Ramer Administration Building (Room 141), or by calling 615-230-3702.



# AWARENESS EDUCATIONAL PROGRAMS AND CAMPAIGNS

## Substance Abuse Prevention and Awareness

Reference: 34 CFR §668.46(b)(10)

### Drug and Alcohol Abuse Prevention Program (DAAPP)

Volunteer State Community College's Drug and Alcohol Abuse Prevention Program (DAAPP) is developed and updated by the Vice President for Student Services or their designee, in compliance with the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department General Administrative Regulations (EDGAR).

The College provides drug and alcohol prevention and treatment information to students and employees through a variety of methods, including educational materials, student programming, the Student Handbook, and individual appointments with professional staff. A student log of drug and alcohol awareness programs and activities is maintained by the Manager of Student Engagement.

The DAAPP is reviewed bi-annually to evaluate its effectiveness, ensure consistent enforcement of related policies and laws, and identify any needed updates.

For employees, the Office of Human Resources disseminates information through periodic bulletins and health plan materials. Health insurance plans available to eligible employees include varying levels of coverage for substance use treatment. Additionally, the College's Employee Assistance Program (EAP) connects employees with education, support, and treatment resources. Employees seeking further information about their coverage may contact Human Resources.

## Crime Prevention and Awareness

Reference: 34 CFR §668.46(b)(6)

Vol State is committed to crime prevention through awareness and education. Like any other community, college locations 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 key focus of all awareness and crime prevention efforts is to encourage the campus community to recognize their responsibility for their security and the security of others. While the college does not offer specific crime prevention programs, everyone is encouraged to report any crime or suspected crime to Vol State Campus Police.



# AWARENESS EDUCATIONAL PROGRAMS, CONT.

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

Reference: 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 & Cartharsis Production 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 & Cartharsis Production offers engaging, research-based courses that provide students and employees with the importance and implications of Title IX and sexual harassment, including sexual assault. The courses also provide safe and positive options for bystander intervention to prevent harm or to 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.

## Bystander Intervention

The community and each of us as individuals deserve protection against crime and criminals. At Vol State, we highly encourage bystander intervention in 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 recurring crime on our locations. 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!

This report is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act.

You can also access the report on our website at [www.volstate.edu/campuspolice](http://www.volstate.edu/campuspolice). If you would prefer a free paper copy, please call (615) 230-3595 or visit the Vol State Campus Police Department Main Office located in the Wood Campus Center, room 105, on the Gallatin Campus.