Crime Statistics and Fire Safety Report

Prepared By: Chief Sarah Rose, Director of Campus Police, Emergency Preparedness and Safety Administrator, and the Clery Compliance Sub-Committee of CERMT

October 1, 2015
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INTRODUCTION

The faculty and staff of Walters State Community College welcome you to our campuses. The main mission of the Campus Police Department is to provide law enforcement services to the College for the preservation of lives and property. However, we feel that truly safe campuses can only be achieved through the cooperation of the community, faculty, staff and students working together as a team. This report is a culmination of our effort to ensure that this collaborative endeavor is effective. Please read it carefully and use the information provided to join our efforts in fostering a safe environment for yourself and others on the Walters State campuses.

The Walters State Community College Campus Police Department prepares the Annual Safety Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The Campus Safety Survey Administrator appointment is made by the College president. Currently the director of Campus Police and Emergency Preparedness serves as the Campus Safety Administrator. The College Emergency Response Management Team (CERMT) and the Clery Act sub-committee assists the Campus Safety Administrator in leading the College toward safety and Clery compliance standards.

The ASR includes statistics for the previous three years concerning reported crimes that occurred on the Morristown, Greeneville, Sevierville and Claiborne campuses and in certain off-campus buildings or property owned or controlled by the College; and on public property adjacent to and/or accessible from the campuses. The ASR also includes policies on campus security, timely warning, emergency preparedness, and the reporting of crimes (to include sexual assault, etc.). The Annual Safety Report is updated and made available by October 1 each year.

To request a copy of the Annual Safety Report, please contact the Campus Police Department:

Walters State Community College
Campus Police Department
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
423-585-6752

The Annual Safety Report information may also be accessed online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Dr. Rosemary Jackson
Vice President for Business Affairs

Chief Sarah Rose
Director of Campus Police, Emergency Preparedness and Campus Safety Survey Administrator
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SECTION I
INFORMATION AND REPORTING REQUIREMENTS

EMERGENCY NUMBERS, CAMPUS INFORMATION LINES, AND OTHER REQUIRED INFORMATION
EMERGENCY CONTACT NUMBERS

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<th>Department/Line</th>
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<td>All Campuses</td>
<td>Local Police/Sheriff</td>
<td>911</td>
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<tr>
<td>Claiborne</td>
<td>Campus Police</td>
<td>423-851-4778</td>
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<tr>
<td>Greeneville</td>
<td>Campus Police</td>
<td>423-798-7961</td>
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<td>423-585-6752</td>
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<tr>
<td>Sevierville</td>
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<td>865-774-5813</td>
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CAMPUS INFORMATION LINES

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<th>Department/Line</th>
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<td>Campus Information Line</td>
<td>423-626-6200</td>
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<tr>
<td>Greeneville</td>
<td>Campus Information Line</td>
<td>423-798-7945</td>
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<tr>
<td>Morristown</td>
<td>Campus Information Line</td>
<td>1-800-225-4770</td>
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<tr>
<td>Sevierville</td>
<td>Campus Information Line</td>
<td>865-774-5800</td>
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INFORMATION REQUIRED BY THE COLLEGE AND UNIVERSITY INFORMATION ACT OF 1989

NUMBER OF UNDERGRADUATE AND GRADUATE STUDENTS ENROLLED

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<th>Term</th>
<th>Graduate FTE</th>
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<tr>
<td>Fall 2012</td>
<td>0</td>
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<tr>
<td>Fall 2013</td>
<td>0</td>
<td>5,357</td>
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<td>Fall 2014</td>
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NUMBER OF UNDERGRADUATE AND GRADUATE STUDENTS LIVING IN STUDENT HOUSING- GREENEVILLE CAMPUS

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<th>BPRS Graduate Housing</th>
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<td>2012 Fall</td>
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<td>0</td>
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<td>2014 Fall</td>
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<td>67</td>
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<tr>
<td>2014 Spring</td>
<td>0</td>
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### NUMBER OF NON-STUDENT EMPLOYEES WORKING ON WALTERS STATE CAMPUSES

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<th>Term</th>
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Section I, Required Information and Reporting Requirements

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs
Source/Reference: Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE

Location Where Documentation Maintained: http://www.ws.edu/student-services/campus-safety/crime-reports/

PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to Clery Act disclosure.

POLICY

It is the policy of Walters State Community College to disclose crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, which requires Colleges and universities to:

1. Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements.
2. Disclose crime statistics for the campus, public areas immediately adjacent to or contiguous with the campus, and certain non-campus facilities. The statistics must be gathered from Campus Police and local law enforcement and other College officials who have significant responsibility for student and campus activities.
3. Provide timely warning notices of those crimes that have occurred which pose an ongoing threat to students and employees.
4. Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus.
5. Disclose in a public log any crime that occurred on campus or within the patrol jurisdiction of the Campus Police department and is reported to the Campus Police department; and
6. Maintain a public fire log record of any fire that occurred in an on-campus student housing facility.
ANNUAL SAFETY REPORT

The Annual Safety Report (ASR) will be updated and maintained on an annual basis by the appointed campus safety survey administrator. All policies and crime data will be reviewed by the College Emergency Response Management Team (CERMT) and the Clery Act sub-committee and is updated and published annually (See figures 1 and 2). All records in support of the ASR will be maintained by the campus safety administrator or be made accessible to the safety administrator as needed. Policies associated with Campus Police and safety will be made available in the College policy and procedures manual, and be published in the annual safety report. The annual safety report is made available on the campus web site at the following link: http://www.ws.edu/student-services/campus-safety/crime-reports/. This link is also e-mailed to all students by the office of Student Affairs and to all employees by the office of Human Resources on an annual basis.

9/13, 9/14, 9/15
Figure 1
College Emergency Response Management Team
CLERY ACT COMPLIANCE SUB-COMMITTEE

President
Dr. McCamey

Vice President for Communications and Marketing
J. B. Pectol

Vice President for Business Affairs
Dr. Jackson

Director of Campus Police, Emergency Preparedness and Safety Survey Administrator
Sarah Rose

Vice President for Academic Affairs
Dr. Campbell

Vice President for Student Affairs
Dr. Chason

Vice President for Planning Research and Assessment
Dr. McCarter

Figure 2
Clery Act Compliance Sub-Committee
PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to identification of campus geography.

POLICY

The Clery Act requires that Institutions disclose crime statistics for reported crimes based on:

1. Where the crimes occurred
2. To whom the crimes were reported
3. The types of crimes that were reported, and
4. The year in which the crimes that occur were reported

It is the policy of Walters State Community College that statistics must be disclosed for reported Clery Act crimes that occur in the following categories as they apply to Walters State properties:

1. Main Campus/On-Campus
2. Non-Campus
3. Public Property
4. Other Locations (Satellite Campuses)
DEFINITIONS

As defined in The Handbook for Campus Safety and Security Reporting, U. S. Department of Education:

A. **Main Campus/On-Campus** is any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and, any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports Institutional purposes (such as food or other retail vendor).

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

C. **Public Property** is all public property, including thoroughfares, streets, sidewalks, and parking lots/facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Non-campus locations do not have public property reporting requirement.

D. **Other Locations** is other institution-owned or controlled locations may include satellite, extension or similar types of noncontiguous sites that have an organized program of student and administrative personnel on-site.

E. **Controlled by** means that the institution rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for a building or property, or a portion of a building or property.

F. **Institution-associated foundation** owns or controls a building or property that is operated in support of, or in relation to, educational purposes.

G. **Reasonably contiguous** refers to a building or property owned or controlled by the institution that is in a location considered to be, and treated as, an integral part of the main or core campus; that serves the institution’s educational purposes, and, is covered by the same security policies as the campus.

H. **Directly support, or related to, the institution’s educational purposes** refers to the function of the building or property.

I. **Space versus program agreements** require reporting only if there is an agreement for the use of space within a facility. Program agreements for clinical or internships do not have reporting requirements.

Walters State campus properties and locations may be referenced in Tables 1-5 and in Figures 3-15.

9/13, 9/14, 9/15
## CAMPUS GEOGRAPHY LISTS

### GREENEVILLE/GREENE COUNTY CAMPUS

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<th>Campus/Building(s)</th>
<th>Geography Category</th>
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<td>Other Location/Satellite</td>
<td>215 North College Street, Greeneville, TN</td>
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<tr>
<td></td>
<td>Campus</td>
<td>37743</td>
</tr>
<tr>
<td>Orthopedic Clinic Parking Lot</td>
<td>Non-Campus</td>
<td>223 N. Main Street, Greeneville, TN 37743</td>
</tr>
<tr>
<td>Rhea Building Parking Lot</td>
<td>Non-Campus</td>
<td>214 N. College Street, Greeneville, TN 37743</td>
</tr>
<tr>
<td>Federal Courthouse Parking Lot</td>
<td>Non-Campus</td>
<td>220 W. Depot Street, Greeneville, TN 37743</td>
</tr>
<tr>
<td>J &amp; J Warehouse</td>
<td>Non-Campus</td>
<td>109 Asheville Highway, Greeneville, TN 37743</td>
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# MORRISTOWN/HAMBLEN COUNTY CAMPUS

<table>
<thead>
<tr>
<th>Campus/Building(s)</th>
<th>Geography Category</th>
<th>Address</th>
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<td>Main Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<tr>
<td>Baptist Collegiate Ministries</td>
<td>Public</td>
<td>580 S. Davy Crockett Parkway, Morristown, TN</td>
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<tr>
<td>Baseball Complex</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
</tr>
<tr>
<td>Campus House</td>
<td>Main Campus/On-Campus</td>
<td>519 Sycamore Street Morristown, TN 37813</td>
</tr>
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<td>Campus Police</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<tr>
<td>Clifford “Bo” Henry Center for Business and Technology</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<tr>
<td>Doggett Math &amp; Behavioral/Social Science</td>
<td>Main Campus/On-Campus</td>
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<tr>
<td>East Tennessee Regional Public Safety Center</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<tr>
<td>Facilities Management Building</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<td>Facilities Management Storage Buildings</td>
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<td>Greenhouse</td>
<td>Main Campus/On-Campus</td>
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<td>Jack E. Campbell College Center</td>
<td>Main Campus/On-Campus</td>
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<td>Jack Stewart Racquetball Courts</td>
<td>Main Campus/On-Campus</td>
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<td>McGuffin-Jolley Natural Science Building</td>
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<td>Physical Education Annex</td>
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<td>R. Jack Fishman Library</td>
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<td>Softball Complex</td>
<td>Main Campus/On-Campus</td>
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<td>Student Services Building</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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<td>Theatre Lab</td>
<td>Main Campus/On-Campus</td>
<td>500 S. Davy Crockett Parkway, Morristown, TN</td>
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</table>
# SEVIERVILLE/SEVIER COUNTY CAMPUS

## Table 3

<table>
<thead>
<tr>
<th>Campus/Building(s)</th>
<th>Geography Category</th>
<th>Address</th>
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<tbody>
<tr>
<td>Sevierville/Sevier County Campus</td>
<td>Other Location/Satellite</td>
<td>1720 Old Newport Highway, Sevierville, TN 37876</td>
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<tr>
<td>Cates-Cutshaw Hall</td>
<td>On-Campus</td>
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<tr>
<td>Conner-Short Center</td>
<td>On-Campus</td>
<td></td>
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<tr>
<td>Maples-Marshall Hall</td>
<td>On-Campus</td>
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# TAZEWELL/CLAIBORNE COUNTY CAMPUS

**Table 4**  
*Campus Geography for Walters State Community College-Claiborne/Tazewell Campus*

<table>
<thead>
<tr>
<th>Campus/Building(s)</th>
<th>Geography Category</th>
<th>Address</th>
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<tr>
<td>Tazewell/Claiborne County Campus</td>
<td>Other Location/Satellite</td>
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<td></td>
<td>Campus</td>
<td>TN 37879</td>
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</table>
**WHITE PINE/JEFFERSON COUNTY LOCATION**

<table>
<thead>
<tr>
<th>Campus/Building(s)</th>
<th>Geography Category</th>
<th>Address</th>
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<tbody>
<tr>
<td>Great Smoky Mountain Exposition Center</td>
<td>Other Location</td>
<td>1615 Pavilion Drive, White Pine, 37890</td>
</tr>
</tbody>
</table>

Campus geography property maps are available for reference in Figures 3-15.
215 North College Street, Greeneville, Tennessee  37843
Category: Other Location (Satellite) Campus Property

Figure 3
Satellite Campus Property – Greeneville /Greene County Campus
YMCA

404 Y Street, Greeneville, Tennessee  37745-6243

Category: Non-Campus Property

Figure 4
Non-Campus Property – Greeneville/Greene County YMCA
ORTHOPEDIC CLINIC PARKING LOT

223 N. Main Street, Greeneville, Tennessee  37743

Category: Non-Campus Property

Figure 5
Non-Campus Property – Greeneville - Orthopedic Clinic Parking Lot
RHEA BUILDING PARKING LOT

215 N. College Street, Greeneville, Tennessee  37743

Category: Non-Campus Property

Figure 6
Non-Campus Property – Greeneville – Rhea Building Parking Lot
FEDERAL COURTHOUSE PARKING LOT

220 W. Depot Street, Greeneville, Tennessee 37743

Category: Non-Campus Property

Figure 7
Non-Campus Property – Greeneville – Federal Courthouse Parking Lot
J & J WAREHOUSE

109 Asheville Highway, Greeneville, Tennessee  37743

Category: Non-Campus Property

Figure 8
Non-Campus Property – Greeneville – J & J Warehouse
MORRISTOWN/HAMBLEN COUNTY – MAIN CAMPUS

500 S. Davy Crocket Parkway, Morristown, Tennessee 37813
Category: Main Campus/On Campus Property

Figure 9
On Campus Property – Morristown/Hamblen County Campus
MORRISTOWN/HAMBLEN COUNTY CAMPUS
BAPTIST COLLEGIATE MINISTRIES

580 S. Davy Crockett Parkway, Morristown, TN 37813

Category: Public Property

Figure 10
Public Property: Baptist Collegiate Ministries
CAMPUS HOUSE

519 Sycamore Street, Morristown, Tennessee  37813

Category: Main Campus/On Campus Property

Figure 11
On-Campus Property – Campus House – Morristown/Hamblen County Campus
Figure 12
Satellite Campus Property – East Tennessee Regional Public Safety Center – Morristown/Hamblen County Campus
SEVIERVILLE/SEVIER COUNTY CAMPUS

1720 Old Newport Highway, Sevierville, Tennessee 37876

Category: Other Location (Satellite) Campus Property

Figure 13
Satellite Campus Property – Sevierville/Sevier County Campus
TAZEWELL/CLAIBORNE COUNTY CAMPUS

1325 Claiborne Street, Tazewell, Tennessee 37879
Category: Other Location (Satellite) Campus Property

Figure 14
Satellite Campus Property – Tazewell/Claiborne County Campus
WHITE PINE/JEFFERSON COUNTY
GREAT SMOKY MOUNTAIN EXPOSITION CENTER
1615 Pavilion Drive, White Pine, TN 37890

Category: Other Location

Figure 15
Satellite Campus Property – Great Smoky Mountain Exposition Center – White Pine/Jefferson County Location
PATROL AND REPORTING BOUNDARY MAPS

In order to determine proper reporting venues, it is necessary to collect/record the specifics of where an incident/offense occurs. Walters State Campus Police and Safety Officers are responsible for patrol, safety and reporting duties based on the property boundaries of the WSCC campuses and areas specified in a contract for leased or rented facilities. In keeping with Clery Act guidelines, maps which define the patrol and reporting jurisdiction of each campus as well as reporting boundaries are included in Figures 16-28.

The rule for determining on-campus geography is: sidewalk, street, sidewalk. Nothing beyond the second sidewalk is reportable. However, there must be clarification relative to public areas near the campus. The following geography scenarios are examples of how reporting property is defined for inclusion in this report:

1. Sidewalk, street, sidewalk, park or mall – anything beyond the second sidewalk is not reportable
2. Sidewalk, street, park or mall – anything beyond the street is not reportable
3. Sidewalk, park or mall – Crimes in the park or mall parking lot should be counted when the parking lot is not fenced and is accessible to users.
Section II, Campus Geography

PATROL AND REPORTING BOUNDARY MAPS

GREENEVILLE/GREENE COUNTY CAMPUS

215 North College Street, Greeneville, Tennessee 37843
Category: Other Location (Satellite) Campus Property

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot by Campus Police.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity. Patroled by Greeneville City Police Department

*Campus property patrolled by Campus Police Department*
YMCA

404 Y Street, Greeneville, Tennessee 37745-6243

Category: Non-Campus Property

Legend:

- Reporting Boundary

Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Greeneville City Police Department
ORTHOPEDIC CLINIC PARKING LOT

223 N. Main Street, Greeneville, Tennessee  37745-6243

Category: Non-Campus Property

Figure 18
Non-Campus Property – Greeneville Orthopedic Clinic - Parking Lot

Legend:

Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Greeneville City Police Department
RHEA BUILDING PARKING LOT

214 N. College Street, Greeneville, Tennessee  37745-6243

Category: Non-Campus Property

Figure 19
Non-Campus Property – Greeneville – Rhea Building Parking Lot

Legend:

Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Greeneville City Police Department
FEDERAL COURTHOUSE PARKING LOT

220 W. Depot Street, Greeneville, Tennessee  37743

Category: Non-Campus Property

Figure 20
Non-Campus Property – Greeneville – Federal Courthouse Parking Lot

Legend:

Reporting Boundary – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Greeneville City Police Department
J & J WAREHOUSE

109 Asheville Highway, Greeneville, Tennessee 37743

Category: Non-Campus Property

Legend:

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Greeneville City Police Department*
Section II, Campus Geography

MORRISTOWN/HAMBLEN COUNTY MAIN CAMPUS

500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

Category: On-Campus Property

Figure 22
On-Campus Property – Main Campus-Morrisstown/Hamblen County

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Campus Police Department*
Figure 23

Public Property: Baptist Collegiate Ministries

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

The BCM is public property located within the campus but is not owned or controlled by the College and is a city jurisdictional area that is accessible via the campus street.
Note: Patrolled by Campus and City Police Department
519 Sycamore Street, Morristown, Tennessee  37813

Category: Main Campus/On Campus Property

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Campus and Morristown City Police Department*
Figure 25
Satellite Campus Property – East Tennessee Regional Public Safety Center

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Campus Police Department*
SEVIERVILLE/SEVIER COUNTY CAMPUS

1720 Old Newport Highway, Sevierville, Tennessee 37876
Category: Other Location (Satellite) Campus Property

Figure 26
Satellite Campus Property – Sevierville/Sevier County Campus

Legend:

Patrol Boundary – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

Reporting Boundary – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Campus and Sevierville City Police Department
Figure 27
Satellite Property – Tazewell/Claiborne County Campus

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Campus and Tazewell City Police Department*
WHITE PINE/JEFFERSON COUNTY LOCATION  
GREAT SMOKY MOUNTAIN EXPOSITION CENTER

1615 Pavilion Drive, White Pine, TN  37890  
Category: Other Location

Figure 28  
Satellite Campus Property – Great Smoky Mountain Exposition Center – White Pine/Jefferson County Location

Legend:

- **Patrol Boundary** – All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.

- **Reporting Boundary** – Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

*Note: Patrolled by Campus and White Pine City Police Department*
PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to collection and reporting of crime data.

POLICY

The Crime Awareness and Campus Security Act of 1990, which amended the Higher Education Act of 1965, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, govern specific crime statistics which must be collected. The United States Department of Education requires crimes occurring on or off campus that were reported to campus or local law enforcement personnel or a designated Campus Security Authority (CSA) be disclosed. Statistics for all Clery Act crimes must be disclosed by the type of crime that was committed, the year in which the crime was reported, and the geographic location where the crime occurred.

CRIME STATISTIC REPORTING PROCEDURES

Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority, and/or campus or local law enforcement personnel by a victim, a witness, another third party or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the Institution. In keeping with the United States Department of Education Handbook for Campus Safety and Security Reporting and the FBI’s UCR Hierarchy Rule, when more than one offense was committed during a single incident, only the most serious offense will be counted. There will be no differentiation between attempted and completed crimes. When more than one offense was committed during a single incident which involved hate or bias motivation, all offenses will be counted. All reportable crimes will be counted even if they involve individuals not associated with
the institution. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed. Victims and suspects will not be identified for statistical reporting purposes.

Crime statistics are available from the Tennessee Bureau of Investigation online at:
http://www.tbi.state.tn.us/tn_crime_stats/stats_analys.shtml

CRIMES NOT COMMITTED IN CAMPUS GEOGRAPHIC LOCATIONS

Where a crime occurred is important in determining if the crime must be disclosed in the annual safety report. Clery Act crimes reported but not occurring in one of the defined geographic campus locations are not reportable for statistical purposes. However, information regarding any reported crime should be collected and an incident report completed. Campus Police and supporting committees will determine the degree at which information must be investigated and included in the annual safety report. Only crimes that occur in the following geographic locations must be disclosed: On-campus, in or on non-campus buildings or properties, or on public property adjacent to the campus.

CLERY ACT CRIME STATISTIC CATEGORIES

The Clery Act requires that our institution disclose three general categories of crime statistics:
1. Criminal Offenses
2. Hate Crime
3. Disciplinary Referral

1. **Criminal Offenses:**
   1. Aggravated assault
   2. Arson
   3. Burglary
   4. Dating Violence
   5. Domestic Violence
   6. Drug Abuse Violations
   7. Intimidation
   8. Liquor Law Violations
   9. Motor Vehicle Theft
   10. Murder/Non-Negligent Manslaughter
   11. Robbery
   12. Sex Offenses
      a. Fondling
      b. Incest
      c. Rape
      d. Sexual Assault with an Object
      e. Sodomy
      f. Statutory Rape
   13. Stalking
2. **Hate Crime:**
   a. Larceny/Theft
   b. Simple Assault
Section III, Crime Statistics

3. Disciplinary Referral:
   a. Drug Violations
   b. Liquor Law Violations
   c. Weapons Violations

CRIMINAL OFFENSES

As defined in The Handbook for Campus Safety and Security Reporting, U. S. Department of Education:

A. **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in serious potential injury if the crime were successfully completed.

B. **Arson** is the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

C. **Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

D. **Dating Violence** - Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means; placing the accuser in fear of physical harm, physical restraint, malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or, placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

E. **Domestic Violence** - Violence against a person when the accuser and accused: are current or former spouses; live together or have lived together; are related by blood or adoption; are related or were formally related by marriage; or, are adult or minor children of a person in a relationship described above. Domestic violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means; placing the accuser in fear of physical harm; physical restraint; malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or, placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

F. **Drug Abuse Violations** - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to:
Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

G. **Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

H. **Motor Vehicle Theft** - The theft or attempted theft of motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned and including “joy riding.”).

I. **Murder/Non-Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

J. **Negligent Manslaughter** - The killing of another person through gross negligence.

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

L. **Stalking** - Stalking is a willful course of conduct involving repeated or continuing harassment or another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**SEX OFFENSES**

A **Sexual Offense** is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Sex offenses include:

A. **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

B. **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. **Rape** - The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

D. **Sexual Assault With an Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.
E. **Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

F. **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**HATE CRIME**

**Hate Crime** is any crime manifesting evidence of bias motivation that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability. Generally pertains to but is not limited to the following crimes that were motivated by bias:

1. Destruction/Damage/Vandalism of Property
2. Intimidation
3. Larceny
4. Simple Assault

**CRIMES CATEGORIZED AS HATE CRIMES**

A. **Destruction/damage/vandalism of property**—To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, covering with filth, or any other such means as may be specified by local law.

B. **Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

C. **Larceny**—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

**DISCIPLINARY REFERRALS**

**Referred for disciplinary action** is the referral of any person to any College official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. Arrests for referrals for disciplinary action follow the referral of any person to any College official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Disclosure of the number of arrests and the number of persons referred for disciplinary action is required for the following:

1. Drug abuse violations; and
2. Liquor law violations
3. Weapons law violations: carrying, possessing, etc.

Reporting does not include violations of institutional policy that resulted in persons being referred for disciplinary action if there was no violation of law.

**DISCIPLINARY REFERAL CRIME CATEGORIES**

A. **Drug Abuse Violations**—Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

B. **Liquor Law Violations**—The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned (Drunkenness and driving under the influence are not included in this definition).

C. **Weapons Law Violations**—The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**COLLECTION OF CRIME DATA**

To achieve full disclosure, Campus Police collect crime data when offenses are reported directly to them and an official report is filed. Campus Security Authorities, as further described in section VII, must complete a Campus Security Authority “Clery Incident Report” form and submit this form to the Campus Police department for review and follow up. In addition, an annual communication is forwarded to each Campus Security Authority to ensure that all crime data collected by them during the year has been received by Campus Police for reporting purposes. Faculty is required to complete a misconduct report regarding any student not complying with classroom rules and regulations or that has been referred for disciplinary action. The Academic Affairs department ensures that Campus Police receives such reports for assessment for reporting purposes.

The *Clery Act* also requires that every institution make a “reasonable, good faith effort” to obtain Clery crime statistics from local law enforcement agencies that have jurisdiction over the campus geography. These statistics affect properties owned or controlled by Walters State Community College and utilized to provide educational services. This includes areas surrounding or contiguous with campuses or campus locations. These statistics are requested from local law enforcement agencies on an annual basis. (See Appendix A).
As a law enforcement agency, the Walters State Campus Police department is required to collect and report campus crime data on a monthly basis through the Tennessee Incident Based Reporting System (TIBRS). These statistics are included in the Crime in Tennessee annual publication published by the Tennessee Bureau of Investigation (TBI). Crime statistics are reported to U. S. Department of Education on an annual basis (See Appendix B).

9/13, 9/14, 9/15
PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to maintenance of the daily campus crime log.

POLICY

A daily log of all reported criminal incidents and alleged criminal incidents are maintained in accordance with Clery Act guidelines. This includes crimes that are reported directly to the Campus Police department, as well as crimes that are initially reported to a campus security authority or to a local law enforcement agency who subsequently reports them to the Campus Police. The log is more specific as to the location of the crime, “second floor, room 203, Jack E. Campbell College Center Building” rather than merely (“on-campus”). If multiple criminal offenses are committed during a single incident, all of the offenses must be recorded on the crime log.

The crime log must consist of the following elements:
1. The date the crime was reported
2. The date and time the crime occurred
3. The nature of the crime
4. The general location of the crime
5. The disposition of the complaint, if known
MAINTAINING THE DAILY CRIME LOG

An entry, an addition to an entry, or a change in the disposition of a complaint must be recorded within two business days of the reporting of the information to Campus Police. For example, if the disposition of a crime is “pending” and an arrest is made at a later time, the police department has two business days to update the original entry to reflect “Arrest”. More than one person at each campus site will be trained to maintain and update the crime log.

The only exceptions to this are:
1. The disclosure is not required if it is prohibited by law.
2. The disclosure is not required if it would jeopardize the confidentiality of the victim
3. If the disposition of a crime log data entry changes after 60 days, it is not required that the disposition be updated
4. Information may temporarily be withheld from the entry only if there is clear and convincing evidence that the release of information would:
   a. Jeopardize an ongoing investigation
   b. Jeopardize the safety of an individual
   c. Cause a suspect to flee or evade detection; or
   d. Result in the destruction of evidence
5. Should there be a need to withhold data entry until the information is no longer likely to prove harmful; the individual making the judgment to withhold information should document the reason for doing so.
6. If a reported crime is investigated by Campus Police, and it is determined that a crime did not occur, the log should indicate that the disposition of the crime is “unfounded”. A Campus Security Authority who is not a sworn or commissioned law enforcement officer cannot make this determination.

AVAILABILITY OF THE DAILY CRIME LOG

The crime log for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. A written request cannot be required. Anyone may have access to the log, whether or not they are associated with our institution. This includes the media. The institution must make any portion of the log that is older than 60 days available within two business days of a request for public inspection. The daily crime log is made available in an electronic format at: http://www.ws.edu/student-services/campus-safety/crime-reports/; in hard copy format in the Campus Police office at each campus location; and, is included in the Annual Safety Report (See Appendix C).

9/13, 9/14, 9/15
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PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards emergency preparedness.

POLICY

Walters State Community College has a campus-wide emergency preparedness plan that serves as the comprehensive policy governing the many aspects of preparedness for the institution. The director of Campus Police, Emergency Preparedness and Safety Survey Administrator leads the institution in emergency planning. The emergency plan/policy specifically designates that the College Emergency Response Management Team (CERMT) and the College Emergency Response Team (CERT) participate in emergency planning and formulated of the Building Emergency Action Plan (BEAP) for the building occupied. The CERMT and CERT teams are trained to execute the Building Emergency Action Plan should the need arise.

Safety is every individual’s responsibility. All personnel are required to be familiar with the Building Emergency Action Plan (BEAP) for an occupied building or campus area and to be prepared to take the appropriate action as specified in emergency notifications. Once it is determined that a significant occurrence is taking place, the Emergency Message Systems (EMS) will be activated.

9/13, 9/14, 9/15
PURPOSE

To define responsibilities of the College Emergency Response Management Team.

POLICY STATEMENT

The College has established the College Emergency Response Management Team (CERMT) as the executive level management, policy and decision making group for the College with regards to emergency preparedness. This group will review emergency preparedness policies on an annual basis and make recommendations for changes or improvements in the planning process. The team will work together to establish annual schedules for emergency preparedness drills, testing and training. During major or significant incidents requiring decision making skills and expertise of the group members, a portion or all of the team may be asked by the president to assemble in a designated Emergency Operations Center (EOC) to provide guidance for and management of the incident.

EXECUTIVE POLICY GROUP

An integral part of the College Emergency Response Management Team (CERMT) is the Executive Policy Group. At the request or direction of the president, the Executive Policy Group will convene in the designated Emergency Operations Center location. The president will brief the members of this group concerning the circumstances of the emergency situation and will consult with them during the decision making process of managing the emergency at hand. If circumstances of the emergency warrant full activation of the Emergency Operations Center, each vice president will be responsible for notifying personnel assigned to him/her. The executive policy group organizational chart is illustrated in Figure 29.
CERMT ORGANIZATIONAL STRUCTURE

Although all staff are required to be familiar with the College’s Emergency Preparedness Plan, members of the College Emergency Response Management Team (CERMT) may have special designations and associated responsibilities during an actual event. Figure 30 shows the organizational chart for the College Emergency Response Management Team.

9/13, 9/14, 9/15
Figure 29: Executive Policy Group Organizational Chart
COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM
ORGANIZATIONAL CHART

Figure 30:
CERMT Organizational Chart
CERMT RESPONSIBILITIES

Critical incidents, emergencies or pandemic events can cause disruption to services. Management response activities will involve members of the College Emergency Response Management Team (CERMT). The president, or his/her designee, will decide the necessity of activating the Emergency Operations Center (EOC) during a critical event based upon the severity of the emergency and its overall effect on the campus or campuses. At the time a major emergency or disaster is declared, the following will occur:

1. Upon receiving an emergency alert, CERMT team members, as well as all campus occupants, will evacuate, relocate or lock down as instructed.

2. Once the president or campus dean is briefed by vice presidents, other CERMT team members, Campus Police or other emergency responders, and if conditions warrant that a major emergency or disaster be declared for the affected campus, a decision will be made as to the necessity of convening the CERMT team.

3. Once convened in a designated location not affected by the event, and conditions permitting, team members will turn on and monitor any communication devices to include emergency radios, cell phones, television and computers. Members will maintain communications with on-scene incident command.

4. CERMT team members will collaborate on decisions relative to critical issues associated with managing and recovering from the event.

5. If conditions warrant, the president will contact the Tennessee Board of Regents (TBR) to keep them informed and request assistance from the office of Facilities Administration and Development staff for recovery assistance.

6. Campus Police will establish direct communication with emergency service agencies needed to assist in management of the incident, maintain communication with the EOC, and provide police coverage for buildings and grounds.

7. The College’s Facilities Management will respond according to its established response plan for damage assessment, increased sanitation, disinfection, establishment of relocation areas for continued business services, and other routines vital to the management of an incident.

8. In the event a catastrophic event occurs at any campus, key members of the College Emergency Response Management Team, as directed by the president, will immediately travel to the site to assist with management of the incident as well as continued business and student learning services.
PURPOSE

To define the responsibilities of the College Emergency Response Team.

POLICY STATEMENT

All employees are required to be familiar with the College’s Emergency Preparedness Plan or at a minimum the Building Emergency Action Plan (BEAP) for the building they occupy. However, some personnel may have special designations as a member of the College Emergency Response Team (CERT) and have associated responsibilities during an actual event (See Figure 31). Activation of Building Emergency Action Plans will be executed by CERT team members. CERT team members will ensure that emergency instructions are appropriately followed.

CERT ORGANIZATIONAL STRUCTURE

The College Emergency Response Team consists of the following members:
1. Director of Campus Police and Emergency Preparedness
2. Campus Police Staff
3. Local Emergency Responders
4. Primary building coordinator and designee
5. Secondary building coordinator and designee
6. Primary floor coordinator and designee
7. Secondary floor coordinator and designee
8. Primary area coordinator and designee
9. Secondary area coordinator and designee
10. Group leaders
11. Exit door guard

CERT COORDINATOR ROLES AND RESPONSIBILITIES

In order to effectively execute the emergency preparedness plan on a campus-wide basis or in a particular building, it is necessary that members of the College Emergency Response Team (CERT) assist in executing Building Emergency Action Plans (BEAP). The CERT team members are appointed in the following manner:
A. The Primary Building Coordinator is appointed by the President and is responsible for assisting the Director of Campus Police, Emergency Preparedness and Safety Survey Administrator in the formulation and development of the BEAP for the assigned building. The Primary building coordinator is also responsible for execution of the BEAP as emergencies warrant. The Primary Building Coordinator will appoint the following team members:

1. Primary Building Coordinator Designee
2. Secondary Building Coordinator and Designee
3. Primary Floor Coordinators
4. Door Guards

B. The Primary Building Coordinator Designee is responsible for assisting the Primary Building Coordinator in the formulation, and development of the BEAP. The designee is also responsible for execution of the plan in the absence of the Primary Building Coordinator.

C. The Secondary Building Coordinator is responsible for assisting the Primary Building Coordinator and Designee in the formulation and development of the BEAP. In the absence of both the primary building coordinator and designee the secondary building coordinator assumes responsibility for executing the building emergency action plan.

D. The Primary Floor Coordinators are appointed by the Primary Building Coordinator and are responsible for being familiar with the BEAP. Floor coordinators will execute the plan for the assigned floor. Upon execution of the BEAP, the Primary Floor Coordinator will communicate with the Primary and Secondary Building Coordinators and designees as areas and floors are cleared during evacuation or relocation and will direct building occupants to the appropriate outdoor evacuation rally point or indoor relocation area. The Primary Floor Coordinator will appoint the following team members:

1. Primary floor coordinator designee
2. Secondary floor coordinator and designee
3. Primary and secondary area coordinators and designees

E. The Primary Floor Coordinator Designee is responsible for being familiar with and execution of the BEAP in the absence of the Primary Floor Coordinator. The Primary Floor Designee will communicate with the secondary and primary coordinators or appropriate designees as areas and floors are cleared during evacuation or relocation and will direct building occupants to the appropriate evacuation rally point or relocation area. The Primary Floor Coordinator will communicate with the Primary or Secondary Building Coordinators or the appropriate designee as their floor is checked and cleared.

F. The Secondary Floor Coordinator assumes responsibility for executing the building emergency action plan in the absence of both the primary floor coordinator and designee. The Secondary Floor Coordinator Designee will communicate with the secondary and primary building coordinators or appropriate designees as areas and floors are cleared during evacuation or relocation and will direct building occupants to the appropriate evacuation rally point or relocation area.

G. The Area Coordinators are responsible for being familiar with the BEAP and for checking and clearing of assigned areas and rooms on the assigned floor and directing building occupants to the appropriate evacuation rally point or relocation area. Area coordinators will communicate with the Primary and Secondary Floor Coordinators or the appropriate designee as areas are checked and cleared.

OTHER MEMBERS OF THE COLLEGE EMERGENCY RESPONSE TEAM

Other CERT team members are:
1. Campus or Building Deans
2. Department Heads
3. Door Guards
4. Drill Assessment Team
5. Faculty

A. **Campus or Building Deans** are responsible for oversight of the development and execution of Building Emergency Action Plans (BEAPS) for the campus, building or buildings within their administrative responsibility. Deans will ensure that appointed Primary Building Coordinators are reviewing the BEAPS with staff on a regular basis. Building plans should be updated as needed relative to staffing appointments.

B. **Department Heads** are responsible for maintaining a departmental Continuity of Operations Plan (COOP) for the department assigned. A template for developing a COOP may be found in the institution’s emergency preparedness plan. They are also responsible for accounting for personnel during a critical event and during drills.

C. **Door Guards** are responsible for ensuring that no one enters or re-enters the building during an in progress evacuation. The door guard will remain a safe distance from the building to alert others to the fact that evacuation is in progress and that the building should not be entered.

D. **Drill Assessment Team** is a team of individuals who are chosen to monitor and evaluate the execution of a BEAP.

E. **Faculty** are responsible for being familiar with the Building Emergency Action Plan for the building occupied and being aware of designated outside evacuation rally points and indoor relocation points and guiding an directing students and visitors to the designated areas.

This structure allows for depth in planning for absences of response team members during a critical situation and provides structure in formulating building emergency action plans for multi-level buildings. In the absence of the primary building coordinator, the primary building coordinator designee will assume the responsibilities of executing the building emergency action plan. For this reason it is necessary for all coordinators and designees to become familiar with the building emergency action plan and participate in any training that is made available on an ongoing basis.

**PROCEDURE FOR ACTIVATION OF BUILDING EMERGENCY ACTION PLANS**

Upon activation of the Emergency Message System, or when notified verbally or in any other manner, of the need to evacuate or relocate, the building coordinators or their designees will ensure that all members of the response team are notified and/or are following the procedure outlined for the building occupied. The building and floor coordinators should establish radio communication, when it does not jeopardize the safety of their location, to monitor the progression of building emergency action plan execution.

Area coordinators will check and clear assigned areas, close doors and turn out lights to indicate the areas have been checked and to direct building occupants to the appropriate outside evacuation rally point or inside relocation area. In instances of fire, area coordinators should **NOT** lock doors as emergency personnel may need to quickly enter the area. Once assigned areas have been checked and cleared, the area coordinator will notify the primary floor coordinator, or his/her designee, or secondary floor coordinator or designee, that assigned areas of the building have been checked and cleared. Once floor coordinators/designees are notified that all areas have been cleared, the floor coordinator/designee will communicate with the primary building coordinator/designee to let them know his/her floor and areas are cleared. Once building coordinators or their designees have been notified that
all areas of the building are checked and cleared, building coordinators or their designees will contact Campus Police via radio to report the building has been cleared.

All response team members should then proceed with the building occupants to the outside evacuation rally point or inside relocation area to account for building staff. Faculty will account for students. Team members and building occupants should await further instruction from Campus Police or emergency services. In the event of lock down, all team members will comply with lock down instructions.

ADDITIONAL RESPONSIBILITIES OF COORDINATORS

It will be the primary building coordinator’s responsibility to ensure that posted emergency evacuation plan maps are present in appropriate locations of the building plans that have been damaged or are in need of replacement or that have not been posted should be reported to the assistant vice president for Facilities Management for updating or replacement. Primary and secondary building coordinators and designees will have input into the formulation, evaluation, and execution of drills associated with the Emergency Preparedness Plan. Primary and secondary building coordinators and designees will be responsible for conducting and arranging training and/or review of building emergency action plans with assigned building staff and faculty.

TRAINING

Primary and secondary building coordinators and designees, primary and secondary floor coordinators and their designees will be required to participate in various emergency preparedness training and safety/rescue equipment training, to include but not limited to:

1. National Incident Management System/Incident Command System (NIMS/ICS)
2. Emergency Radio
3. CPR/AED
4. Evacu-trac chair
5. Fire extinguishers

9/13, 9/14, 9/15
Figure 31:
College Emergency Response Team Organizational Chart
PURPOSE

To provide guidance for initial incident response as performed by the Campus Police Department, the College Emergency Response Management Team (CERMT), and the College Emergency Response Team (CERT).

POLICY STATEMENT

When an emergency incident occurs or threatens to occur, the director of Campus Police and Emergency Preparedness, his/her designee, or any members of the College Emergency Response Management Team (CERMT), or the College Emergency Response Team (CERT) have the authority, granted by the president of the College, to activate the Emergency Preparedness Plan (EPP) or the Building Emergency Action Plan (BEAP) as the circumstances warrant. Emergency preparedness response includes administrative staff, Campus Police, designated building, floor and area coordinators, designees, and local emergency response agencies, if needed.

The College Emergency Response Management Team (CERMT) and the College Emergency Response Team (CERT) will operate together with campus, local, state, and federal authorities as situations warrant. Activation of the Emergency Preparedness Plan relies on critical thinking skills and good judgment.

Factors or criteria to be considered are:
1. Institutional operations, such as life safety, security, liability and infrastructure
2. Building specific responsibilities related to the incident at hand

An emergency incident is any event that occurs, or may occur, within the College community that:
1. Affects the life safety of employees, students and visitors
2. Results in disruption of some or all business operations
3. May be considered a crime
4. May have an impact on the overall reputation of the College

HOW TO CLEAR AN AREA/FLOOR/BUILDING

Those individuals assigned by a floor coordinator to serve in the capacity of area coordinators to check and clear assigned areas of a building should be prepared to:
1. Go room to room in assigned area
2. Knock to make presence known if door is locked
3. Check restrooms stall by stall
4. Report to floor coordinator/designee when area is cleared
5. Proceed to lead groups to designated outside evacuation area or inside relocation area

**HOW TO ACCOUNT FOR CERT MEMBERS AND EMPLOYEES**

It is recommended that each building dean, building or floor coordinator/designees formulate a current personnel check list according to the assignment of employees and College Emergency Response Team members in their building. When an incident occurs, the following process should be followed:

1. Using the recommended personnel checklist, the building dean or his/her designee is responsible for accounting for faculty and staff scheduled to teach/work in their buildings
2. Using the recommended personnel checklist, department heads are responsible for accounting for all employees in their department. Department heads should report anyone who cannot be accounted for to the building dean or his/her designee
3. The building dean should report any absences, if known, to the primary building coordinator.
4. Using the recommended personnel checklist, primary building coordinators are responsible for accounting for all campus emergency response members assigned to their building
5. Using the recommended personnel checklist, floor coordinators are responsible for accounting for all secondary coordinators and designees and area coordinator and designees
6. Once the primary building coordinator has compiled a list of those who cannot be accounted for, this information should be communicated or presented to Campus Police
7. Campus Police will provide this information to rescue personnel and the College Emergency Response Management Team
8. The College Emergency Response Management Team will consult with employee supervisors and the Human Resource office to determine if the employee was on campus during the event
9. Employee status will be communicated to Campus Police so that rescue efforts may be appropriately directed or redirected

**USE OF STAIRWELLS OR RAMPS**

Any stairwell, ramp or interior room that does not contain windows or glass walls may be utilized as emergency relocation shelter if time does not permit advancement to the primary designated relocation area. In addition, stairwells may be used to exit the building providing the stairwell is not directly affected by the occurring event. After exiting the building during evacuation via any stairway, proceed to the designated rally point. Please refer to posted evacuation routes located in the corridors of each building for locations of stairwells.

9/13, 9/14, 9/15
PURPOSE

To establish emergency evacuation protocol.

POLICY STATEMENT

It is the policy of Walters State Community College and Tennessee State law that all personnel will exit the building when alerted to evacuate the building. Building Deans and Department Heads and members of the CERT team are responsible for ensure that all areas of the building are appropriately checked and evacuated. Those refusing to leave the building during a drill or actual critical event are subject to arrest. All incidents of refusal to follow an evacuation drill or actual event will be reported to the President of the College for follow up action or may be arrested by campus or local authorities in the interest of safety.

PROCEDURE TO FOLLOW DURING ACTIVATION OF FIRE ALARM

Evacuation is the removal of all persons from a building to a designated rally point outside the building in the wake of impending or immediate danger, including but not limited to, fire, explosion, and structural damage. Emergency evacuation route plans will be posted in appropriate locations in the corridors of all buildings. Each route plan will indicate the direction of travel to the nearest exit from the rooms shown on evacuation route plan in the event it becomes necessary to evacuate to the outside of the building as a result of fire or other emergency. The building coordinator will be responsible for ensuring that posted emergency evacuation plans are present in appropriate locations.

All persons evacuated outside buildings should be led by faculty or other College staff to the designated evacuation rally point, as noted on the emergency evacuation route plans posted in each building. If the designated evacuation rally point should be in a hazardous zone, the primary or secondary building coordinator should designate a new evacuation rally point.

Anytime the fire alarm sounds, there will not be telephone calls from floor coordinators nor department contacts. Do not call Campus Police or Facilities Management. Leave the building IMMEDIATELY.

When the fire alarm sounds, follow procedures as outlined in the Emergency Preparedness Plan for evacuation and:
1. Assist staff/students/guests in your area with evacuation
2. Check your area to make sure everyone is out
3. Close doors (Do Not Lock) as you exit to indicate the area has been checked and cleared
4. Proceed, via nearest exit, to the evacuation rally point located outside the building
5. Do not return to the building unless instructed to do so

*Never return to an evacuated building unless told to do so by a College Emergency Response Management member, College Emergency Response Team member, campus or local police or other emergency response personnel.*

9/13, 9/14, 9/15
To establish emergency relocation protocol.

POLICY STATEMENT

Relocation is the moving of individuals to areas inside a building believed to offer better or increased cover and protection in the wake of impending or immediate danger including, but not limited to, severe weather. Building and floor coordinators, faculty and staff, and those designated by building coordinators should direct groups to the relocation area. In instances of severe weather, upon arriving at the relocation area, individuals should sit down, draw knees to their chest and cover head with hands and remain in this position for further instructions. If any designated relocation area inside the building is perceived as an area of threat, the primary or secondary building coordinator should designate a new relocation area.

PROCEDURE TO FOLLOW DURING RELOCATION TO AN INSIDE LOCATION

When alerted, students, staff and visitors should be directed by Walters State personnel, in a calm and orderly fashion, to the designated relocation area. When the designated area becomes congested, or if time does not permit moving to the relocation area, rooms or stairwells not containing windows may be used as relocation areas.

9/13, 9/14, 9/15
PURPOSE

To establish emergency lockdown protocol.

POLICY STATEMENT

A lockdown is the act of securing doors and windows of an occupied area so that authorized personnel can only gain entry via the use of a key. A lockdown can be initiated to provide protection from an imminent or immediate threat within the building or it may be initiated to prevent a threat from entering a building. It is the policy of Walters State Community College that all faculty and staff obtain keys to work areas and keep them in their possession at all times. Classroom doors are equipped with locking mechanisms that can be secured from the inside of the room with a key.

A lockdown may be implemented when there is an active threat of violence or hybrid targeted violence within a building, on campus grounds, or near areas adjacent to the campus. It is intended to limit access to buildings and areas and provide protective cover for students, staff and visitors. When a lockdown is declared, all College community members are to stay in their current location. During the lockdown building(s) will have restricted access until the “All Clear” is given or individuals are otherwise directed by campus officials or local emergency personnel or staff. All College activities, classes and events will immediately cease and will not resume until official notice is given by College administration. A lockdown alert may be given by College officials, law enforcement agencies or other emergency responders when it is perceived there is an active threat in or near a building or campus.

PROCEDURE TO FOLLOW DURING LOCKDOWN

In the event a hostage or a situation involving weapons occurs, the following procedure should be followed:

1. Remain as calm as possible. Try to keep others around you calm as well.
2. If possible, call 911 to report the incident and alert Campus Police.
3. All building occupants, once alerted by sight, sound, or action within the building affected by the incident, should retreat inside of a classroom or office that offers the maximum security from the intruder.
4. Secure the immediate area by: Locking or barricading the door. Block the door using whatever is available.
5. After securing the door, stay behind a solid object and away from the door as much as possible
6. If the threat enters your room and leaves, lock and barricade the door behind him/her
7. If safe to do so, allow others to seek refuge with you
8. Protective Actions - Take appropriate steps to reduce your vulnerability, such as:
   a. Close blinds, block windows, turn off radios, and computers
   b. Silence cell phones and place signs in windows; but remember the attacker may see these as well
   c. Place signs in exterior windows identifying location and injured
   d. Keep calm and quiet
9. After securing the room, people should be positioned out of sight and behind items that may offer protection
10. Unsecured areas - If you find yourself in an open area, immediately seek protection by:
    a. Putting something between you and the assailant.
    b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
    c. If in doubt, find the safest areas available and secure it the best way you can
    d. Provide as much descriptive information as possible to
11. If safe to do so, call 911 and provide the following information in a calm manner so that the 911 operator can quickly relay information to emergency personnel:
    a. What is happening
    b. Where you are located, including the building name and room number
    c. Injuries, if any, including the number of injured and types of injuries
    d. Your name and other information requested
12. Provide emergency first aid to those in need by - Utilizing trained and certified staff where possible from nursing, paramedic, and E.M.T. programs and instructors
13. What to do if faced with an assailant actively shooting or aggressively attacking people:
    a. Look for improvised weapons – chairs, fire extinguishers, tables, phones, etc.
    b. Attack the attacker with multiple people as aggressively and as forcibly as possible.
    c. Attack the attacker’s weapon, strip the weapon away, and hold the attacker’s hands and feet; he/she may have multiple weapons. Ask others, who are willing to help, to hold him/her down.
    d. Call police. **DO NOT HAVE WEAPONS IN YOUR HANDS WHEN THE POLICE ARRIVE!**
14. WSCC police will immediately respond to the area once notified.
15. WSCC police will notify local emergency responders and give as much information as possible to aid in their response
16. Police will pass by injured persons until the active threat is neutralized
17. Remain in secure area until instructed otherwise
18. You may be instructed to place your hands on your head; while evacuating, follow all police instructions
19. You may be searched

9/13, 9/14, 9/15
PURPOSE

The purpose for this policy is to provide guidance relative to sheltering-in-place. Sheltering in place means staying inside whatever building or building area you happen to be in at the time of an emergency or, if you are outside, going into an undamaged building nearby and staying there for a period that may last hours to several days depending on the circumstances. A shelter-in-place alert may be given in an emergency where hazardous materials may have been released into the atmosphere.

POLICY STATEMENT

It is the policy of Walters State Community College that when a shelter-in-place alert is given all students, staff, and visitors will be directed to and/or will remain in the current building location securing an area that may be utilized as shelter.

PROCEDURE TO FOLLOW WHEN SHELTERING-IN-PLACE

There are several events where shelter in place will be the safest means of response to an emergency, such as:

1. During a crippling snow storm
2. If chemical, biological or radiological contaminants are released accidentally or intentionally into the environment
3. If demonstrations or protests have become violent

Should sheltering-in-place become necessary, information will be provided via the emergency message system. Sheltering in place provides a degree of protection during extreme situations. When information is received students, staff, and visitors should take the following actions depending on circumstances:

1. If situation involves toxic chemical release:
   a. Remain in, or move to, an indoor area, classroom, office or other work area that can provide a barrier
   b. Close all windows and doors and keep them closed, do not exit the area
2. Facilities management will turn off all heating and cooling air transfer systems
3. Remain in the area and await further instructions
4. If the situation involves matters of violence:
   a. Follow previous procedure for lockdown

9/13, 9/14, 9/15
PURPOSE

The purpose of this policy is to establish emergency preparedness protocol and guidance for evening operations when staffing is limited on campus.

POLICY STATEMENT

Safety on campus is the responsibility of each individual. As a guide to actions that should be taken it is the policy of Walters State Community College that emergency preparedness information will be distributed to all new employees upon being hired and attending a scheduled orientation. The full Emergency Preparedness Plan will be made available to all employees on the College’s web site under password protection. Emergency Preparedness flip chart guides will be posted in each classroom and office.

Because of the limited number of persons on campus during evening operations, it will be important for all faculty and adjunct faculty, Evening and Distance Education staff and Campus Police to be familiar with the basic protocols for evacuation, relocation, lockdown, and sheltering-in-place. In most instances the Emergency Message System (EMS) will be activated and clear and concise instructions given. In all situations where Campus Police cannot be contacted, call local emergency dispatch by dialing 911. Then take the appropriate action as warranted.

EVENING OPERATIONS PROCEDURE

In the event an emergency requiring evacuation or relocation occurs during evening operations, primary responsibility for emergency notification rests with the Campus Police Department. In most occurrences, the Campus Police office will be first alerted to impending disaster information. Upon receipt of credible information of an actual emergency situation, the on duty Campus Police officer(s) will activate the Emergency Message System for the building/campus affected. Faculty and staff should then activate the Building Emergency Action Plan (BEAP) for the building occupied.

Because personnel are limited during evening operations, it is necessary for all faculty, adjunct faculty, and staff to be familiar with the BEAP for the building occupied and to be prepared to initiate the BEAP should the need arise. It will be the responsibility of the offices of Distance Education to ensure that evening staff are appropriately informed, trained, and understand the need to be familiar with basic emergency action and to assist in executing the BEAP.
Procedures for activating the Building Emergency Action Plan:

1. Notify Campus Police and provide:
   a. Name
   b. Location to include building, room number or area
   c. Details concerning what is occurring and if there are injuries

2. If contact cannot be made with Campus Police, dial 911 and provide:
   a. Name
   b. Location to include building, room number or other location
   c. Details concerning what is occurring and if there are injuries
   d. Remain on the line to answer any questions needed

3. After making contact with police, immediately execute the appropriate outside evacuation, inside relocation or lockdown/shelter-in-place plan. When possible, notifications should be made throughout the building. Evacuation or relocation should follow the outlined plan for the building occupied.

4. If contact is first made with Campus Police, the on-duty officer will verify credibility of the emergency and will notify outside emergency service agencies of the incident as warranted. Local law enforcement or other emergency personnel may be deployed to assist in the execution of the Emergency Preparedness Plan. If time permits Distance Education will also be notified by Campus Police of the Emergency and action taken.

5. When the situation is under control, Campus Police will notify individuals at the designated evacuation rally points and/or relocation areas with further instructions.

9/13, 9/14, 9/15
PURPOSE

The purpose of this policy is to establish emergency preparedness protocol and guidance for weekend operations when staff is limited on campus.

POLICY STATEMENT

Safety on campus is the responsibility of each individual. As a guide to actions that should be taken it is the policy of Walters State Community College that emergency preparedness information will be distributed to all new employees upon being hired and attending a scheduled orientation. The full Emergency Preparedness Plan will be made available to all employees on the College’s web site under password protection. Emergency Preparedness flip chart guides will be posted in each classroom and office.

Because of the limited number of persons on campus during weekend operations it will be important for all faculty and adjunct faculty, Evening and Distance Education staff and Campus Police to be familiar with the basic protocols for evacuation, relocation, and lockdown and sheltering-in-place. In most instances the Emergency Message System (EMS) will be activated and clear and concise instructions given. In all situations where Campus Police cannot be contacted, call local emergency dispatch by dialing 911. Then take the appropriate action as warranted.

WEEKEND OPERATIONS PROCEDURES

In the event an emergency requiring evacuation or relocation occurs during weekend operations, primary responsibility for emergency notification rests with the Campus Police Department. Personnel are limited during the weekend. In most occurrences, the Campus Police Office will be first alerted to impending disaster information. The on duty officer will activate the Emergency Message System for the affected building/campus. Any personnel utilizing campus buildings during the weekend, to include adjunct faculty or guest instructors should be familiar with the building emergency action plan for the building occupied and be able to initiate, execute, and/or follow the building emergency action plan for the building occupied.

Procedures for activating the Emergency Preparedness Plan:

- Notify Campus Police and provide:
  - Name
c. Location to include building, room number or area
   d. Details concerning what is occurring and if there are injuries

If contact cannot be made with Campus Police, dial 911 and provide:
   a. Name
   b. Location to include building, room number or other location
   c. Details concerning what is occurring and if there are injuries
   d. Remain on the line to answer any questions needed

After making contact with campus and/or local police, immediately initiate the building emergency plan for outside evacuation, inside relocation, or lockdown as the situation warrants.

If contact is first made with Campus Police, the on-duty officer will notify outside emergency service agencies of the incident as warranted. The on duty Campus Police officer will establish a command post at or near the incident scene and direct arriving emergency responders to a designated staging area. When the situation is under control, Campus Police will notify individuals at the designated evacuation rally points and/or relocation areas with further instructions.

9/13, 9/14, 9/15
PURPOSE

To establish a method of emergency preparedness training, testing and evaluation that assess the written emergency preparedness plan. It will also test and evaluate the activation of Building Action Plans (BEAPs), actions and response of the College Emergency Response Management Team and the College Emergency Response Team (CERT).

POLICY STATEMENT

It is the policy of Walters State Community College to provide opportunities at intervals throughout the year for CERMT and CERT to participate in table top exercises and drills. The director of Campus Police, Emergency Preparedness, and Campus Survey Administrator will be responsible for arranging training opportunities.

EXERCISE PROCEDURES

Table top exercises, simulated emergencies and drills are designed to provide a “risk free” environment for College Emergency Response Teams to train and practice prevention, response and recovery activities through demonstrations and application of knowledge, skills, and abilities. Additionally, this “risk free” environment provides an opportunity to assess the institutional plan as well as departmental plans, procedures, and policies.

Training and review of the existing College Emergency Preparedness Plan and drills will take place on a regular basis. The director of Campus Police and Emergency Preparedness, in conjunction with the executive policy group and members of the College Emergency Response Management Team and the College Emergency Response Team, will determine the training schedule. A yearly training schedule will be coordinated and submitted for administrative approval. Building coordinators will be responsible for arranging and conducting regular review of specific building plans with their building staff. Learning outcomes will be documented by administering a written exam or performing and documenting a drill in which team members will participate.
Training activities may include:
1. Review of specific building plans or the overall plan for the campus
2. Orientation and education sessions to provide information, answer questions and identify issues.
   (Separate training sessions for the College Emergency Response Management Team, building
   coordinators and floor coordinators).
3. Incident scenario exercises to allow the College Emergency Response Management Team and College
   Emergency Response Team to meet and discuss their roles in emergency scenarios
4. Walk-through drills to allow the College Emergency Response Team members to practice their
   emergency response functions
5. Evacuation, relocation, lockdown, and sheltering-in-place drills to enable personnel to execute the
   Emergency Preparedness Plan
6. Functional drills which test specific functions, such as emergency notifications, warning, and
   communications procedures and equipment to include identification of problem areas
7. Full-scale exercises to closely simulate an actual emergency involving as many internal and external
   parties, such as emergency responders, as possible
8. Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation training to provide
   knowledge on how to utilize an AED
9. Evacu-trac chair training (for the transport of disabled to evacuation/relocation areas) to provide
   knowledge on how to utilize the evacu-trac chair
10. Two-way radio training to provide knowledge on how to operate and communicate using the two-
    way radio
11. Weather alert radio training to provide training on how to operate the weather alert radio and
    respond to weather alerts received
12. Fire extinguisher training to provide knowledge of how to properly use a fire extinguisher

EMERGENCY PREPAREDNESS TRAINING EVALUATION

Learning outcomes of emergency preparedness training will be evaluated on a regular basis to ensure
retention of the emergency preparedness policy and procedures. Training modules outlining the
objective of the specified drill will be developed and disseminated to the drill assessment team for
evaluation. Training will be evaluated as follows:
1. Training exam may be written or oral
2. Instructor evaluation
3. Drill evaluations for evacuation, relocation, lockdown, and sheltering-in-place drills.
4. Members of the drill assessment team will complete drill evaluation modules

Each form of evaluation is intended to pinpoint any issues of emergency preparedness which need to be
further addressed, corrected, or modified. The drill evaluation module criteria may be modified and
changed depending on the type of observations which are needed.

9/13, 9/14, 9/15
PURPOSE

This general order is to establish policy relative to the selection of the emergency notification procedure to utilize based upon the type of threat or situation.

POLICY STATEMENT

It is the policy of Walters State Community College that in all situations where there is confirmation of an impending, immediate, or on-going danger, threat or health hazard that College officials will, without delay and taking into account the safety of the community, determine the content of the emergency alert message and initiate the emergency message system. However, if doing so will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, an alternative course of action will be identified.

Confirmation means that an institutional official or officials has/have verified that a legitimate emergency or dangerous situation exists. Confirmation doesn’t necessarily mean that all of the pertinent details are known or even available.

Campus Police, College emergency response team members, College emergency response management team members, to include members of the executive policy group, have express authority from the president of the College to activate, or to have activated, the Emergency Message System.

DECIDING TO ISSUE AN EMERGENCY MESSAGE NOTIFICATION

The decision to issue an emergency message notification will be decided on a case-by-case basis based upon criteria related to the type of threat, danger, emergency or health hazard. Updates will be provided at approximately 20-30 minute intervals unless doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The ultimate decision to evacuate, relocate, lockdown or close the institution rests with the president of the College when time allows for consultation. However, when time does not permit consultation with the president for a decision, members of the College Emergency Response Team are to immediately and without delay initiate the emergency response plan for the campus or building affected. The following criteria that the response and management process.
When an incident is impending, conditions are such that a significant threat, danger, emergency, or health hazard is within close proximity of the campus and could reasonably be expected to cause death, serious physical harm, or damage. The following elements should exist:

1. A significant threat or danger is approaching campus or is occurring near campus properties that could cause serious physical harm or death to students, staff or visitors
2. A significant threat or health hazard is occurring on or near campus properties that could result in severe incapacitation or death to students, staff or visitors
3. A significant weather hazard exists that would directly impact campus properties

In situations of impending threat, danger, emergency or health hazard, the possibility exists of consulting with appropriate College Emergency Response Management Team (CERMT) or Executive Policy Group (EPG) authorities for further decision making. Campus Police officers and building and floor coordinators may be the first in the field to become aware of information concerning dangerous or threatening situations. College police staff will consult with local emergency agencies and the executive policy group; it may be determined that a significant threat, danger, emergency or health hazard is not immediately impacting campus properties and may warrant further assessment before a decision is made. The Campus Police officer or other designated College official will relate as much information on the impending threat, danger, emergency, or health hazard to CERMT or EPG as possible. Campus Police will consult with local emergency agencies and the executive policy group. This communication will occur as swiftly as possible. Information received will be assessed by Campus Police and/or the executive policy group, or both, as quickly as possible to determine validity and confirmation that campus occupants and properties may be directly affected.

Once confirmation of a valid threat is received from local emergency agencies the executive policy group without delay will authorize Campus Police or other designated College staff to activate the timely warning or emergency alert. Once authorization is given to issue the emergency notification, Campus Police, or other designated College staff, will immediately activate the emergency message systems. Methods of notification and personnel authorized to activate emergency notification systems are listed in Table 6.

**ON GOING EMERGENCY**

In situations where the threat, danger, emergency event, or health hazard may require an extended time period to manage or control, the situation is considered on-going. Campus Police and other designated college officials will continue to issue emergency notification updates until the event has concluded. Campus Police will update the emergency message and text messaging system as conditions warrant. The office of Communications and Marketing will provide periodic updates at 20-30 minute intervals to local media outlets to notify and update the community at large. Communications and Marketing staff will ensure that social media, websites, and digital signs are appropriately updated. All updates will be approved by the President prior to release or posting when feasible. At the conclusion of an event and upon approval of the College President, an “all clear” alert and/or any additional information or instructions via all emergency notification venues will be issued for normal activities to resume.
### Table 6
\textit{Methods of emergency notification and personnel authorized to activate emergency notifications systems}

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Responsible Department</th>
<th>Telephone</th>
<th>Method of Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claiborne</td>
<td>Campus Police</td>
<td>423-851-4778</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>Greeneville</td>
<td>Campus Police</td>
<td>423-798-7961</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>Morristown</td>
<td>Campus Police</td>
<td>423-585-6752</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>Sevierville</td>
<td>Campus Police</td>
<td>865-774-5813</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>All Campuses</td>
<td>Informational and Educational Technologies</td>
<td>423-318-2742</td>
<td>Emergency message and text messaging</td>
</tr>
<tr>
<td>All Campuses</td>
<td>Communications and Marketing</td>
<td>423-585-6823</td>
<td>Social Media/Web Page</td>
</tr>
</tbody>
</table>
EMERGENCY MESSAGE SYSTEM (EMS) AND SENATOR’S EMERGENCY TEXT (SET)

Campus Police officers have the capability to disseminate College emergency messages via a computer with internet connection. Messages can be distributed across the campus emergency message system (EMS) or via the Senators Emergency Text message system (SET). Once the specified alert message is determined, officers will access one or both systems to activate the appropriate alert.

For the Emergency Message System, there are several options for sending the alert:
1. A campus-wide alert to include all campuses and campus buildings
2. An individual campus alert and all buildings at that campus
3. An individual building alert on any campus

For the Emergency Message System, each academic/administrative building is equipped in each building with audible speakers, each having a digital scrolling text line. In addition, all classroom and office speaker phones serve as intercom systems for making emergency alert broadcasts as well as displaying a digital read-out on the LCD panel of the telephone regarding the current emergency situation. External speakers positioned on buildings do not have a scrolling text and are audible only within a short distance of the building.

For the text messaging system, Campus Police will send text messages to those who have registered for this service. Students, faculty, and staff all have the option to participate in the SET method of notification and may register at the following link: SET Subscribe. Text messaging content will be decided on a case by case basis and will be as concise as possible within the character limitations of texting. In cases when time will allow, Campus Police will consult with the communication and marketing staff regarding content.

In the absence of Campus Police staff, informational and educational technology staff is authorized by the President to activate these systems.

EMERGENCY MESSAGE CONTENT

The College Emergency Response Management Team has agreed to three primary audible emergency alert messages for evacuation, relocation, and lock down/shelter-in-place that will be activated in the event of a significant threat, danger, emergency or health hazard which would warrant notification (See Table 7). In all situations that present elements that would cause a reasonable concern for life and safety, designated personnel will, without delay, activate/issue an Emergency Alert Notification.
### Table 7
*Audible Message Content*

<table>
<thead>
<tr>
<th>Action</th>
<th>Message Content</th>
<th>Message Cancellation Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation</td>
<td><strong>ATTENTION</strong> This is an evacuation emergency alert. Please exit the building via the nearest unobstructed exit. Proceed to the designated outside rally point for the building occupied. Please follow directions of instructors, building, floor, area coordinators and emergency responders. This is an evacuation alert. <strong>ATTENTION</strong> The evacuation alert has been cancelled. Please return to your work and classroom areas and resume normal activities.</td>
<td></td>
</tr>
<tr>
<td>Relocation</td>
<td><strong>ATTENTION</strong> This is a relocation emergency alert. Please proceed to the designated relocation area located inside the building occupied. Please follow directions of instructors, building, floor, area coordinators and emergency responders. This is a relocation alert. <strong>ATTENTION</strong> The relocation alert has been cancelled. Please return to your work and classroom areas and resume normal operations.</td>
<td></td>
</tr>
<tr>
<td>Lockdown / Shelter-In-Place</td>
<td><strong>ATTENTION</strong> This is a lockdown/shelter-in-place emergency alert. Please close and lock or barricade your door. Close blinds and turn out lights. Silence all cell phones. Remain in the area you are in until contacted by emergency response personnel. This is a lockdown/shelter-in-place alert. <strong>ATTENTION</strong> The lock down/shelter-in-place alert has been cancelled. Please unlock your doors and resume normal operations.</td>
<td></td>
</tr>
</tbody>
</table>

9/13, 9/14, 9/15
SECTION V
TIMELY WARNING
PURPOSE

To establish protocol relative to timely warning notifications. A timely warning is designed to provide students, faculty, and staff with emergency information. Timely warnings may contain specific information regarding action that should be taken for safety purposes. The intent of a timely warning is to enable individuals to protect themselves and to aid in the prevention of similar crimes and will be issued as soon as pertinent information is available to do so.

POLICY STATEMENT

It is the policy of Walters State Community College to issue timely warnings upon confirmation of a significant threat, danger, emergency or health hazard involving an immediate, imminent, impending, or on-going threat to the health or safety of students or employees which is occurring on campus or in areas adjacent to, or contiguous with, the campus.

SITUATIONS WHICH WARRANT TIMELY WARNING

While every situation has unique elements and must be assessed on a case-by-case basis, the elements that indicate a significant threat, danger, emergency or health hazard to the campus community are quickly taken into consideration with regards to timely warnings. The following crimes or incidents are some examples, but are not all inclusive, of events which pose a significant threat, danger, emergency or health hazard that would warrant timely warning notification:

1. Criminal homicide
2. Aggravated assault - Cases involving assaults among known parties, e.g., two friends fighting which results in aggravated injury will be evaluated by the threat assessment team to determine if the aggressor(s) is believed to be an on-going threat to the campus community
3. Robbery involving force or violence - Cases involving pick pocketing and purse snatching will typically not result in the issuance of a timely warning unless it is determined that a significant threat or danger to others exists
4. Sexual Assault - Considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported in relation to when it actually occurred, etc.
5. Incidents of arson
6. Outbreak of meningitis or other pandemic
7. Approaching tornado / extreme weather conditions
8. Earthquake
9. Gas leak
10. Terrorist incident
11. Armed intruder
12. Bomb threat
13. Civil unrest/rioting
14. Explosion
15. Chemical or hazardous waste spill

Situations in which timely warnings are not required to be issued:
1. Non-Clery crimes
2. If circumstances are such that any threat or danger has been immediately mitigated by apprehension or other means
3. If a report was not filed or was filed late
4. If Campus Police was not notified of a crime, incident, emergency, threat in a manner that would allow immediate action and notification to take place

NOTIFICATION DETERMINATION PROCEDURE

In all situations, circumstances will be assessed on a case-by-case basis utilizing information that is actively occurring and is obtained/provided by Campus Police, local police or other College officials, as well as other local emergency service and notification agencies. These entities are consulted by Campus Police as quickly as possible to confirm that a significant threat, danger, emergency or health hazard exists. Information received will guide Campus Police and the executive policy making group in the decision making process; however, if circumstances are such that consultations cannot take place, Campus Police and other College officials have exclusive authorization by the President to activate alert systems as warranted and without delay.

SIGNIFICANT OCCURRENCE DEFINED AND THREAT TYPES

The following defined criteria assist in determining if a significant threat, danger, emergency or health hazard exists that presents immediate, imminent, impending or on-going danger or threat which would warrant a timely warning alert being issued:

1. A significant occurrence is one which is often unlikely to occur by change and there are indications of a systematic cause for the event that could/would suggest or be indicative of possible, or actively occurring, threat, danger, emergency or health hazard to the campus community.

IMMINENT OR IMMEDIATE THREAT OR DANGER OF A SIGNIFICANT OCCURRENCE

Conditions are such that a significant threat, danger, emergency or health hazard is occurring which is causing death or serious physical harm. The following elements should exist:

1. A significant and immediate threat consisting of means, mode, opportunity, and intent to inflict death or serious physical harm to students, staff, or visitors
2. A significant threat or health hazard is occurring that could result in severe injury, incapacitation, or death to students, staff, or visitors
THREAT PROCEDURE FOR IMMINENT OR IMMEDIATE THREAT OR DANGER

In situations where elements or circumstances are already in progress or occurring and present a significant imminent or immediate threat, danger, emergency, or health hazard to life and safety, and the threat, danger, emergency, or health hazard has been confirmed by Campus Police officers in the field, officers are authorized by the President of the College to immediately activate a timely warning. Consultation with CERMT and/or EPG will take place when management of the event and time will allow via two way radio, telephone and in-person contact with team members.

IMPELLING THREAT OR DANGER

Conditions are such that a significant threat, danger, emergency or health hazard is within close proximity of the campus and could reasonably be expected to cause death, serious physical harm or damage. The following elements should exist:
1. A significant threat or danger is approaching campus or is occurring near campus properties that could cause serious physical harm or death to students and staff
2. A significant threat or health hazard is occurring on or near campus properties that could result in severe incapacitation or death to students or staff
3. A significant weather hazard exists that would directly impact campus properties

THREAT PROCEDURE FOR IMPENDING THREAT OR DANGER

In situations of impending threat, danger, emergency or health hazard, the possibility exists of consulting with appropriate College Emergency Response Management Team (CERMT) or Executive Policy Group (EPG) authorities for further decision making. Campus Police officers, Building and Floor coordinators may be the first in the field to become aware of information concerning dangerous or threatening situations. Upon consultation with local emergency agencies and the executive policy group it may be determined that a significant threat, danger, emergency or health hazard is not immediately impacting campus properties and may warrant further assessment before a decision is made. The Campus Police officer or other designated College official will relate as much information on the impending threat, danger, emergency, or health hazard to CERMT or EPG as possible. Campus Police will consult with local emergency agencies and the executive policy group. This communication will occur as swiftly as possible. Information received will be assessed by Campus Police and/or the executive policy group, or both, as quickly as possible to determine validity and confirmation that campus occupants and properties may be directly affected. Once confirmation of a valid threat is received from local emergency agencies the executive policy group without delay will authorize Campus Police or other designated College staff to activate the timely warning. Once authorization is given to issue the timely warning is made, Campus Police, or other designated College staff, will immediately activate the notification systems.

ON-GOING THREAT OR DANGER

In situations where the threat, danger, emergency event, or health hazard may require an extended time period to manage or control or the situation is considered on-going, Campus Police and other designated College officials will continue to issue timely warning updates until the event has concluded. Campus Police will update the emergency message system and text messaging system as conditions warrant. The office of Communications and Marketing will provide periodic updates at 20-30 minute intervals to local media outlets to notify and update the community at large. Information and Educational Technologies staff will ensure that social media, websites and digital signs are appropriately updated. All updates will
be approved by the President prior to release/posting. At the conclusion of an event, and upon approval of the College President, an “all clear” alert and/or any additional information or instructions via all timely warning notification venues will be issued for normal activities to resume.

THREAT PROCEDURE FOR ON-GOING THREAT OR DANGER

In situations where the threat, danger, or emergency event, or health hazard may require an extended time period to manage or control or the situation is considered on-going, Campus Police and other designated College officials will continue to issue timely warning updates until the event has concluded. At the conclusion of an event an “all clear” alert will be issued for normal activities to resume. Any additional information or instructions will also be given at that time.

TIMELY WARNING CONTENT

Timely warnings will contain the following, unless issuing any of this information would risk compromising law enforcement efforts:
1. Date and time/timeframe of incident
2. A brief description of the incident
3. Suspect description, if known (timely warnings will not include victim’s names)

METHODS OF TIMELY WARNING NOTIFICATION

Walters State has identified several methods of disseminating timely warning notifications. Personnel have also been identified who have been given the authority to activate the systems as circumstances warrant. Campus Police officers have the capability to disseminate College emergency messages via a computer with internet connection. In the absence of Campus Police staff, Informational and Educational Technology and Communications and Marketing staff are authorized by the President to activate these systems. Messages can be distributed across the campus emergency message system (EMS) or via the Senators Emergency Text message system (SET). Once the specified emergency message is determined, officers will access one or both systems to activate the appropriate alert. For the emergency message system, there are several options for sending the alert:

1. A campus-wide alert to include all campuses and campus buildings
2. An individual campus alert and all buildings at that campus
3. An individual building alert on any campus

For the Senator’s Emergency Text message system, each academic/administrative building is equipped with audible speakers, each having a digital scrolling text line, located in each hallway. In addition, all classroom and office speaker phones serve as intercom systems for making emergency message broadcasts as well as displaying a digital read-out on the LCD panel of the telephone regarding the current emergency situation. For the text messaging system, Campus Police will send text messages to those who have registered for this service. Students, faculty, and staff all have the option to participate in the SET method of notification and may register at the following link: SET Subscribe.
TWO-WAY RADIOS

Building and floor coordinators are provided two-way radios to receive timely warnings. Depending upon the elements of the situation, the campus emergency response team (CERT) will activate the appropriate Building Emergency Action Plan (BEAP). Once the plan is activated, the Primary Building Coordinator or his/her designee will await further radio communication or instructions from Campus Police or will transmit necessary information to Campus Police to aid in addressing the situation.

TIMELY WARNING BULLETINS

Although the format for the warning has not been mandated, the warning must be reasonably likely to reach the entire campus community. Therefore, timely warnings must be issued in a manner that gets the word out quickly communitywide. Bulletins may be e-mailed, posted around campus, provided as text messages or otherwise distributed. In addition to activating the emergency message system and the Senator’s text message system, and if conditions warrant, Campus Police will prepare and post timely warning bulletins on the main entrances to the campus and exits of each building to alert approaching individuals attempting to enter the building of the type of situation that is occurring and any other pertinent information available and action to take (See Appendix C).

WEB PAGE, SOCIAL MEDIA, AND E-MAIL

The office of Communications and Marketing as well as Informational Education Technologies staff will work together to post information on the College web page, contact and inform media outlets, post information via social media (Facebook, twitter, etc.) and send e-mail alerts.

DIGITAL SIGNS

The Informational Education Technologies department staff will update all available digital signage to display information or provide information updates as needed relative emergency situations requiring timely warnings.

CAMPUS INFORMATION TELEPHONE LINES

Individual campus and local media information lines, where available, will be updated with alert information as warranted along with all other forms of communication.

CALL TREES AND RUNNERS

In the event that electronic, battery operated, or web based alert methods fail, all emergency response parties will perform in-person notification and delegate “runners” to deliver necessary notifications throughout campus buildings. Every effort will be made to disseminate timely warning notifications.
### Methods of Timely Warning Notification and Personnel Authorized to Activate Timely Warning Systems

**Table 8**

*Methods of Timely Warning Notification and Personnel Authorized to Activate Timely Warning Systems*

<table>
<thead>
<tr>
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<th>Responsible Department</th>
<th>Telephone</th>
<th>Method of Notification</th>
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<td>Claiborne</td>
<td>Campus Police</td>
<td>423-851-4778</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
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<td>Greeneville</td>
<td>Campus Police</td>
<td>423-798-7961</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>Morristown</td>
<td>Campus Police</td>
<td>423-585-6752</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>Sevierville</td>
<td>Campus Police</td>
<td>865-774-5813</td>
<td>Emergency message and text messaging, campus information lines, timely warning bulletin</td>
</tr>
<tr>
<td>All Campuses</td>
<td>Informational and Educational Technologies</td>
<td>423-318-2742</td>
<td>Emergency message and text message</td>
</tr>
<tr>
<td></td>
<td>Communications and Marketing</td>
<td>423-585-6823</td>
<td>Social Media/Web Page</td>
</tr>
</tbody>
</table>

9/13, 9/14, 9/15
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SECTION VI

CAMPUS SECURITY AUTHORITIES
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Purpose

The purpose of this general order is to establish policy and procedure for selection, training and crime reporting activities of campus security authorities. Many times the victim of a crime will report the crime to someone other than campus or local police, seeking assistance or advice or someone who will listen and help them work through what has occurred. However, a crime is considered “reported” when it is brought to the attention of a Campus Security Authority or campus or local law enforcement personnel by a victim, witness, or other third party and/or even the offender. Campus Security Authorities are those individuals and organizations identified as having a significant responsibility for student and campus activities. The function of a Campus Security Authority is to report, to the official or office designated by the institution to collect crime report information, any allegations of “Clery Act” crimes that he or she becomes aware of and concludes that the information about the crime was made in good faith with little or no reason to doubt the validity of the information. Campus Security Authorities are responsible for reporting all known elements of the crime but are not responsible for classification, intervention, or investigation.

Policy Statement

Campus security authorities (CSAs), as defined by the U. S. Department of Education, are selected by the president of the college. A CSA is an individual who has significant responsibility for student and campus activities. Under Clery, a crime is “reported” when it is brought to the attention of a CSA, campus or local law enforcement personnel by a victim, witness, other third party, or even the offender. A CSA should immediately report any information received relative to a crime to the Campus Police department.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on its campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the Act can be penalized with large fines and may be suspended from participating in the federal financial aid program.
The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery who was raped and murdered in her Lehigh University residence hall in 1986.

**CLERY ACT CRIMES**

The following are crimes reportable under the “Clery Act” to include any of these offenses which could be considered a “Hate Crime” by virtue of bias.

<table>
<thead>
<tr>
<th>Table 9 Clery Act Crimes</th>
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<tr>
<td>Group A</td>
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<tr>
<td>Aggravated assault</td>
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<td>Arson</td>
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<td>Burglary</td>
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<td>Dating Violence</td>
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<td>Domestic Violence</td>
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<td>Motor vehicle theft</td>
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<td>Murder and non-negligent manslaughter</td>
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<td>Incest</td>
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<td>Rape</td>
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<td>Sexual Assault with an Object</td>
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<td>Sodomy</td>
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<td>Statutory Rape</td>
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**CLERY CRIME INCIDENT REPORT FORM**

Each campus security authority (CSA) is required to complete the Clery Crime Incident Report Form upon receiving any information of a crime occurring on or off campus. CSAs should complete the Clery Incident Report form and forward to Campus Police or the campus safety survey administrator (See Appendix D). Campus Police and or the campus safety survey administrator will analyze the information and make determination to pursue further investigation and whether reporting standards apply.
IDENTIFYING INSTITUTIONAL CSAS

A. **Campus Security Authority** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

1. A Campus Police department or a campus security department of an institution
2. Any individual or individuals who have responsibility for campus security but who do not constitute a Campus Police department or a campus security department
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings

IDENTIFIED CAMPUS SECURITY AUTHORITIES

There are a number of individuals and campus organization leaders who are identified as CSAs on the Walters State Campuses. The campus security authority list can be referenced in Appendix E. and online at: [http://www.ws.edu/student-services/campus-safety/authorities/](http://www.ws.edu/student-services/campus-safety/authorities/)

CAMPUS SECURITY AUTHORITY TRAINING

Campus Security Authorities are to receive training annually concerning institutional and legal obligations to report any knowledge that might be obtained relative to criminal activity (See Appendix F). Training information is distributed to each identified Campus Security Authority. Once the training material has been reviewed, completion of a written exam is required.

9/13, 9/14, 9/15
SECTION VII

CAMPUS VIOLENCE AND PREVENTION

SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, RESPONDING TO AN ACTIVE THREAT, HYBRID TARGETED VIOLENCE, BARRICADED SUSPECT AND HOSTAGE
Purpose

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with Title IX of the Educational Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86. The policies in this area are adopted to address such compliance.

Policy Definitions

For purposes of this policy area the following definitions shall apply:

A. **Sex Discrimination** as defined in WSCC Policy 09:01:00 is treating someone less favorably because of that person's sex, sexual orientation, or gender identity/expression.

B. **Sexual Harassment** as defined in WSCC Policy 09:02:00 is conduct based on a person's sex, sexual orientation or gender identity/expression that

1. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
2. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
3. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

C. **Sexual Misconduct** for purposes of this policy area includes dating violence, domestic violence, sexual assault, and stalking, as they are defined in WSCC Policy 09:03:00.
Policies and Procedures Manual

Sex Discrimination

Policy No. 09:01:00

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs

Source/Reference:
Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE

Location Where Documentation Maintained: http://www.ws.edu/student-services/campus-safety/crime-reports/

PURPOSE

It is the intent Walters State Community College as a member of the Tennessee Board of Regents to fully comply with Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto (45 C.F.R. Parts 83 and 86). The following policy and procedures are adopted by the Board to assist the institutions in such compliance.

POLICY

SEX DISCRIMINATION

A. It is the policy of the Tennessee Board of Regents that, pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, no institution shall discriminate on the basis of sex in the education programs or activities of the institution, including health-related training programs. Determination of gender will be through self-declaration.

B. Walters State shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following:

a. Recruitment and admission;
b. Academic, extracurricular, research, occupational training, health-related training, and other education programs;
c. Rules on student life activities;
d. Facilities;
e. Access to course offerings;
f. Counseling;
g. Financial assistance;
h. Employment assistance;
i. Health and insurance benefits and services;
j. Rules on marital or parental status; and
k. Athletics.

C. In addition, in conjunction with Board Policy No. 5:01:02:00, this Walters State policy ensures that no person, on the basis of sex, is excluded from participation in, denied the benefits of, or subjected to discrimination in employment under any education program or activity.

D. Nondiscrimination in employment on the basis of sex shall include, but not be limited to, the following areas:

a. Employment criteria;
   b. Recruitment and hiring;
   c. Promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring;
   d. Compensation;
   e. Job assignments, classifications, and descriptions, lines of progression and seniority lists;
   f. Leave;
   g. Fringe benefits; and
   h. All other terms, conditions, and privileges of employment.
Policies and Procedures Manual
Sexual Harassment
Policy No. 09:02:00

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs
Source/Reference: Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE
Location Where Documentation Maintained: http://www.ws.edu/student-services/campus-safety/crime-reports/

PURPOSE

Walters State Community College as a member of the Tennessee Board of Regents that, pursuant to Title IX of the Education Amendments of 1972 and regulations not condone sexual harassment of students, applicants for employment or employees. The college shall affirmatively address all allegations of sexual harassment.

Compliance with this policy shall be effectuated through procedures established in accordance with Tennessee Board of Regents Guideline P-080 and Walters State Community College Policy 06:34:00.

GENERAL PROCEDURES

A. Designation of Responsible Employee.

1. The Assistant Vice President for Human Resources/Affirmative Action Officer and the Vice President for Student Affairs and Director of Athletics will coordinate the efforts of the college to comply with the Acts and the Regulations.

2. Pursuant to institutional policy, the Assistant Vice President for Human Resources/Affirmative Action Officer and Vice President for Student Affairs and Director of Athletics will adhere to the calendar deadlines in evaluating the compliance efforts of the institution, coordinate such efforts, and investigate.

3. The Assistant Vice President for Human Resources/Affirmative Action Officer and the Vice President for Student Affairs and Director of Athletics should have sufficient time and ability to evaluate the compliance efforts of the institution, coordinate such efforts, and investigate complaints by employees or students arising under the Acts and the Regulations.

4. The designated employee or employees should have sufficient time and ability to evaluate the compliance efforts of the institution, coordinate such efforts, and investigate complaints by employees or students arising under the Acts and the Regulations.
5. The names of the designated employees will be submitted to the Chancellor.

B. Complaint Procedures.

1. Students and employees shall utilize the complaint and investigation procedure set forth in TBR Guideline P-080 Discrimination and Harassment - Complaint and Investigation Procedure and the associated Walters State Community College Policy 06:34:00 Harassment – Sexual, Racial and Other when filing complaints arising under the Acts or the Regulations.

C. Statement and Dissemination of Policy.

1. Walters State Community College does not discriminate on the basis of sex in the educational programs or activities which it operates and is required by Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and 45 C.F.R. Parts 83 and 86 not to discriminate in employment in or admission to education programs or activities as defined in Walters State Community College Policy 06:34:00.

D. Self-Evaluation.

1. The college will submit to the Chancellor an annual written self-evaluation of its current policies and practices and the effects thereof concerning admission and treatment of students, and employment of academic and non-academic personnel working in connection with the institution's education programs and activities.

2. As applicable, the college shall modify any policies and practices which do not meet the requirements of Title IX, the Public Health Service Act, or the Regulations issued pursuant thereto, shall take appropriate remedial steps to eliminate the effects of any discrimination which resulted from such policies and practices, and shall recommend to the Chancellor amendment of any state legislation which inhibits compliance with Title IX, the Public Health Service Act, and the Regulations issued pursuant thereto.
PURPOSE

This policy is intended to provide a single, easily accessible, and user-friendly document for students, employees, and others affected by sexual misconduct to find information regarding Walters State’s rules and procedures related to the offenses defined herein.

POLICY

This policy is adopted by Walters State Community College specifically to address the offenses defined herein. All other forms of sex discrimination including sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Guideline P-080 as adopted and implemented by Walters State Policy 06:34:00 Harassment – Sexual, Racial and Other.

I. SCOPE: THESE PROCEDURES SHALL BE UTILIZED BY:

A. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;

B. Former employees or students if the conduct took place during the time of employment or enrollment at Walters State and the conduct has a reasonable connection to the institution;

C. All third parties with whom Walters State has an educational or business relationship and the conduct has a reasonable connection to the institution;
II. DEFINITIONS

A. Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

B. Dating Violence—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
   1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
   2. Placing the accuser in fear of physical harm;
   3. Physical restraint;
   4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
   5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c)

C. Domestic Violence—violence against a person when the accuser and accused:
   1. Are current or former spouses;
   2. Live together or have lived together;
   3. Are related by blood or adoption;
   4. Are related or were formally related by marriage; or,
   5. Are adult or minor children of a person in a relationship described above.

   Domestic Violence – includes, but is not necessarily limited to:
   1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
   2. Placing the accuser in fear of physical harm;
   3. Physical restraint;
   4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
   5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601

D. Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

E. Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.
F. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment—means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose—TCA § 39-17-315

III. PROHIBITION OF SEXUAL MISCONDUCT

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Walters State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Walters State strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

IV. IMMEDIATE ACTIONS A VICTIM SHOULD TAKE

A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.

B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.

C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.

D. Valuable physical evidence can be obtained from the victim and the victim’s clothing. A victim should make every effort to save anything that might contain the offender’s DNA. Therefore, a victim should not:
   1. Bathe or shower;
   2. Wash his/her hands;
   3. Brush his/her teeth;
   4. Use the restroom;
   5. Change clothes;
   6. Comb hair;
   7. Clean up the crime scene; or
   8. Move anything the offender may have touched

E. Even if the victim has 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.
F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

V. REPORTING SEXUAL MISCONDUCT

The college encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the college can respond appropriately. Though reports will be kept as confidential as possible, the college cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

A. Reporting Confidentially:
If a victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following person, a licensed counselor, who is required by Tennessee State law to maintain confidentiality of a victim:

Roxanne Bowen
Coordinator of Multicultural Engagement/Counselor
Walters State Community College
500 South Davy Crockett Parkway
Morristown, TN 37813
Student Services Building – Room U144
(423) 585-6806
roxanne.bowen@ws.edu

If the victim chooses to report in a confidential manner, the college may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

B. Filing a Complaint at Walters State:
Reports of acts of sexual misconduct to any other employee of the college must be reported to the Title IX Coordinator, and the college will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
1. The college shall not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.
2. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee’s reporting obligations.
3. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in ¶IV.A.
4. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the college will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant’s request for confidentiality.
5. An institutional complaint should be filed with the Title IX coordinator, and if a student, copied to the Vice President for Student Affairs.

Title IX Coordinator        Vice President for Student Affairs
Mrs. Tammy Goode            Dr. Foster Chason
500 S. Davy Crockett Parkway 500 S. Davy Crockett Parkway
Morristown, TN 37813        Morristown, TN 37813
Campbell College Center-Rm 109B Campbell College Center-Rm 100
  tammy.goode@ws.edu          foster.chason@ws.edu
  (423) 585-6845              (423) 585-2681

IX. ROLE OF TITLE IX COORDINATOR

A. The college’s Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the college and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator’s responsibilities include, but are not limited to, the following:

1. Investigation or oversight of investigations of allegations related to Title IX;
2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability; and
7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.

B. The Title IX Coordinator may designate deputies and investigators (“designees”) to assist in carrying out any of the responsibilities related to implementing this policy

The Title IX Coordinator shall report at the beginning of each new school year to TBR’s Office of General Counsel the name of and contact information for the college’s Title IX Coordinator.
VII. INVESTIGATION REQUIREMENTS AND PROCEDURES

A. All proceedings will include a prompt, fair, and impartial investigation and result. The college will provide the respondent and complainant equitable rights during the investigative process.

B. All complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.

C. Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.

D. Initiating an investigation
   1. Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the complainant to determine and implement any reasonable interim measures. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
   2. When the complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
   3. In addition to any immediate interim measures, the Title IX Coordinator shall consult with the complainant and consider what, if any, interim measures may be necessary.
   4. Complaints made anonymously or by a third party will be investigated to the extent possible.
   5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
   6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
   7. Only one person shall be identified as the investigator for a complaint.
   8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.
   9. If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the college President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.

E. What the investigation should and should not entail:
   1. Once the investigator receives the complaint, the investigator shall notify the complainant in writing of his/her rights and request a meeting.
   2. The investigator shall also notify the respondent in writing of the complaint and his/her rights and request a meeting with the respondent.
   3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action.
In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.

4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.

5. The complainant and respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.

6. The college will not limit the choice of advisor for either the complainant or respondent; however, the investigator may limit the participation of advisors during the investigation.

7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.

8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.

9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.

10. The investigator shall not consider any evidence about the complainant’s prior sexual conduct with anyone other than the respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

**VIII. OUTCOME OF INVESTIGATION AND DETERMINATION OF APPROPRIATE ACTION**

A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating, or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.

B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.

C. The report shall be delivered to the appropriate decision maker.
   1. If the respondent is an employee, the decision maker shall be employee’s divisional dean or supervisor and vice president.
   2. If the respondent is a student, the decision maker shall be the vice president for student affairs.

D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.

E. The decision maker’s determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.
IX. TIMEFRAME FOR CONDUCTING THE INVESTIGATION

A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker’s determination.

B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.

C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in writing as to whether or not the request is granted.

X. INSTITUTIONAL HEARING

A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker’s decision.

B. If a request is not received within ten (10) days, the decision maker’s determination is final.

C. The hearing may be held before either a hearing officer or hearing committee. The President of the college shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee members shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

D. If the complainant or respondent believes the hearing officer or any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different hearing officer or committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.

E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the college’s receipt of the party’s request for a hearing.

F. The parties to the hearing may not engage in formal discovery.
G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.

H. The college will not limit the choice of advisor for either the complainant or respondent.

I. The complainant and respondent shall be timely notified in writing of all meetings relevant to the proceeding.

J. The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties’ requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The hearing officer or chair of the hearing committee shall conduct the proceedings in a manner that does not allow the respondent to directly question the complainant in person.

K. The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.

L. Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.

M. Each party shall be simultaneously notified of the hearing officer or committee’s decision in writing, which shall include notice of their rights to appeal the hearing officer’s or committee’s determination to the President.

XI. APPEAL OF HEARING DECISION TO THE PRESIDENT

A. If either party chooses to appeal the hearing officer’s/committee’s decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer’s/committee’s determination.

B. If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.

C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

D. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the college’s final decision on the complaint.
XII. EFFECT OF A FINDING OF A VIOLATION OF THIS POLICY

A. If a final decision has been made that a policy violation occurred, the respondent shall be referred to the appropriate personnel for a determination of discipline.

B. The appropriate personnel will be determined by the status of the respondent. If the respondent is a student, then the matter shall be referred to the vice president of student affairs. If the respondent is an employee, the matter shall be referred to the assistant vice president of human resources/affirmative action officer.

C. If the respondent is a student, the college will follow the procedures for disciplining students as described in TBR Policy 3:02:00:01 and Walters State Policies 04:18:02.

D. If the respondent is an employee, the college will follow the procedures related to disciplining employees as described in applicable employee policies.

E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:

1. The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
2. The complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
3. The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
4. The complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
5. The Title IX Coordinator or designee shall be appointed as the complainant’s contact person for any questions or assistance during the disciplinary process.
6. The complainant shall receive written notice of the outcome of the disciplinary process at the same time as the Respondent.

G. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

XIII. INTERIM MEASURES

A. In situations that require immediate action because of safety or other concerns, the college will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
1. Providing an escort to ensure that the complainant can move safely between classes and activities;
2. Ensuring that the complainant and respondent do not attend the same classes;
3. Providing access to counseling services;
4. Providing or assisting in providing medical services;
5. Providing academic support services, such as tutoring; and
6. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant’s academic record.

B. These remedies may be applied to one, both, or multiple parties involved.

C. Student respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The college shall follow TBR Policy 3:02:00:01 and Walters State Policy 04:18:02 before placing a student respondent on interim suspension.

D. Employee respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

XIV. EDUCATION AND PREVENTION PROGRAMS

A. The college will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
   1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
   2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
   3. Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
   4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander; and
   5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

XV. ASSISTANCE FOR VICTIMS OF SEXUAL MISCONDUCT: RIGHTS AND OPTIONS

A. 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.

B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the
case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at http://www.tndagc.com/vr.htm.

C. Protection from abuse orders may be available through http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms and additional information related to such orders may be found at http://tncoalition.org/resources/legal-resources.html.

D. The college does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

XVI. RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section IV above related to the limits on the college’s ability to maintain confidentiality.
A. ON CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>WSCC Office</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Affairs</td>
<td>Jack E. Campbell College Center – Rm 100</td>
<td>423-585-2680</td>
</tr>
<tr>
<td>Assistant Vice President for Student Affairs</td>
<td>Student Services Building – Rm U134</td>
<td>423-585-6892</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Claiborne</td>
<td>423-851-4778</td>
</tr>
<tr>
<td></td>
<td>Greeneville</td>
<td>423-798-7961</td>
</tr>
<tr>
<td></td>
<td>Morristown</td>
<td>423-585-6752</td>
</tr>
<tr>
<td></td>
<td>Sevierville</td>
<td>865-774-5813</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Student Service Building – Rm-U139</td>
<td>423-585-6801</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Jack E. Campbell College Center – Rm 109B</td>
<td>423-585-6845</td>
</tr>
</tbody>
</table>

B. LOCAL AREA RESOURCES

<table>
<thead>
<tr>
<th>GREENVILLE/GREENE COUNTY Agency</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEASE</td>
<td>423-626-4446</td>
</tr>
<tr>
<td>Greene County Sheriff’s Department</td>
<td>423-639-7111</td>
</tr>
<tr>
<td>Greeneville City Police Department</td>
<td>423-798-1800</td>
</tr>
<tr>
<td>The Crisis Center</td>
<td>276-466-2312</td>
</tr>
<tr>
<td>Sexual Assault Center, East Tennessee</td>
<td>865-522-7273</td>
</tr>
<tr>
<td>Statewide Domestic Violence Hot Line</td>
<td>1-800-356-6767</td>
</tr>
</tbody>
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<tr>
<th>MORRISTOWN/HAMBLEN COUNTY Agency</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEASE</td>
<td>423-581-2220</td>
</tr>
<tr>
<td>Hamblen County Sheriff’s Department</td>
<td>423-586-3781</td>
</tr>
<tr>
<td>Morristown Police Department</td>
<td>423-585-2710</td>
</tr>
<tr>
<td>Statewide Domestic Violence Hot Line</td>
<td>1-800-356-6767</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEVIERVILLE/SEVIER COUNTY Agency</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Space</td>
<td>1-800-244-5968</td>
</tr>
<tr>
<td>Sevier County Sheriff’s Department</td>
<td>865-453-4668</td>
</tr>
<tr>
<td>Sevierville Police Department</td>
<td>865-453-5506</td>
</tr>
<tr>
<td>Sexual Assault Center, East Tennessee</td>
<td>865-522-7273</td>
</tr>
<tr>
<td>Statewide Domestic Violence Hot Line</td>
<td>1-800-356-6767</td>
</tr>
</tbody>
</table>
C. ON-LINE RESOURCES

http://tncoalition.org/ - State Coalition Against Rape  
http://tncoalition.org/ - State Coalition Against Domestic Violence  
http://www.thehotline.org/ - Website for LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence  
http://www.pandys.org/malesurvivors.html - Website for male survivors  
http://www.rainn.org – Rape, Abuse and Incest National Network  
http://www.ovw.usdoj.gov/sexassault.html - Department of Justice  
http://www2.ed.gov/about/offices/list/ocr/index.html Department of Education, Office of Civil Rights

D. RETALIATION

The college, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

RIGHTS AND OPTIONS FOR VICTIMS OF CRIME

THE CAMPUS CRIME VICTIMS’ BILL OF RIGHTS

1. The RIGHT for the accuser and accused to have the same opportunity to have others present during judicial or other proceedings
2. The RIGHT of both parties to be informed of the outcome of any disciplinary proceeding
3. The RIGHT for victims to be informed of their options to notify local law enforcement
4. The RIGHT for victims to be notified of counseling services
5. The RIGHT for victims to be notified of options for changing academic and living situations

THE TENNESSEE CRIME VICTIMS' BILL OF RIGHTS

To preserve and protect the rights of victims of crime to justice and due process, victims shall be entitled to the following basic rights:
1. The RIGHT to confer with the prosecutor about their case
2. The RIGHT to be free from harassment, intimidation, and abuse throughout the criminal justice system
3. The RIGHT to be at all proceedings where the defendant has the right to be present
4. The RIGHT to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly
5. The RIGHT to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person
6. The RIGHT to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence
7. The RIGHT to restitution from the offender
8. The RIGHT to know about each of these rights established for victims

Information related to these rights may be found at http://www.tndagc.com/vr.htm.
   a. Protection from abuse orders may be available through http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms and additional information related to such orders may be found at http://tncoalition.org/resources/legal-resources.html
   b. Walters State does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings
   c. 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
BY-STANDER INTERVENTION

At a White House meeting on sexual violence, the U.S. President released a report that cited the need for men to intervene: “Bystanders must be taught and emboldened to step in and stop it.” However, intervention may be performed by men or women when the situation warrants. If you observe aggressive or unwanted behavior by an individual; disrupt, distract and redirect. An example of this action may be accessed at the following link: Disrupt Distract and Redirect.

PERSONAL COUNSELING

The counseling center located on the Morristown campus in the Student Services Building room U130 offers counseling services to students and staff in need of an objective, caring listener by someone knowledgeable about human behavior. Counselors are also at the following locations:
1. Sevierville – MMH 120
2. Greeneville – WSGC 102
3. Claiborne – WSCC -028

Everyone can benefit from counseling from time to time, and many people take advantage of these services. Expect the counselor to listen attentively, and offer questions and feedback aimed at helping with situations. The counseling center can help with a wide range of concerns, but will also make referrals to another agency if needed.

Below are some of the most common reasons that individuals seek counseling:
1. Self-Esteem and Identity
2. Academic Skill Building
3. Career Decision Making
4. Interpersonal Skill Building
5. Social Tension
6. Grief
7. Depression
8. Anxiety and Stress
9. Eating Disorders
10. Sexual Concerns
11. Substance Abuse

Pursuant to TCA 49-7-129 a victim of sexual assault occurring on the property or the vicinity of the campus shall be referred to a sexual assault program or service on campus or in the community.

WARNING SIGNS OF ABUSIVE BEHAVIORS

This is a list of behaviors that are seen in people who abuse. The first four behaviors (past abuse, threats of violence, breaking objects and any force during an argument) are almost always seen in an abusive person. If someone exhibits more than three of any of these warning signs, there is a strong potential for abuse in the relationship. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

A. Past Abuse is when an abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current
partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.

B. **Threats of Violence or Abuse** involving anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that".

C. **Breaking Objects** break things, beating on tables or walls or throwing objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

D. **Use of Force during an Argument** including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me".

E. **Jealousy** is a sign of love according to an abuser. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about who they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

F. **Controlling Behavior** out of concern for the victim's welfare. The abuser will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

G. **Quick Involvement** or commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love".

H. **Unrealistic Expectations** of dependency from the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life".

I. **Isolation** to diminish and destroy the victim's support system. If a female victim has male friends, she is accused of being a "whore." If she has female friends, she is accused of being a "lesbian." If she is close to her family, she is accused of being "tied to the apron strings." The abuser will accuse people who are close to the victim of "causing trouble".

J. **Blames Others for Problems** and will rarely admit to the part they play in causing a problem. He/she will blame the victim for almost anything that goes wrong.

K. **Blames Others for Their Feelings** telling the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

L. **Hypersensitivity** and easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

M. **Cruelty to Animals or Children** or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

N. **"Playful" Use of Force during Sex** holding the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.

O. **Rigid Sex Roles** expecting to be served and obeyed. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

P. **Jekyll-and-Hyde Personality** with explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.
PURPOSE

The purpose of this plan is to provide guidelines to Campus Police personnel who are responding to a campus facility where there is a report of a person(s) assaulting a victim(s) with a weapon to include active threat, barricaded suspect or hostage taking.

POLICY STATEMENT

It is the policy of Walters State Community College that active threat situations be addressed by campus and local law enforcement officers jointly as quickly as possible. Officers of the campus police department will be provided appropriate training and be equipped to respond to an active threat situation should the need arise.

PROCEDURE FOR EMERGENCY RESPONSE

Campus Police officer(s) alerted via telephone, in person contact, sight, sound or action should:

1. Obtain as much information as possible:
   a. Location of perpetrator(s)
   b. Description of perpetrator(s)
   c. Types of weapons involved
   d. Number and location of victim(s)

2. If the complaint/treat is received via telephone, attempt to keep the caller on the line. Obtain as much information as possible

3. If the complaint has been made in person, attempt to keep the person accessible for interviewing purposes

4. Contact 911 and provide dispatch as much information as possible; request additional units

5. Activate the EAS system for LOCKDOWN for all buildings on the campus affected

6. The on duty Campus Police officer(s) will access and make ready the assigned patrol rifle, shotgun and handgun.
7. Respond to the identified building location to verify the complaint/threat. Once the complaint is verified the on-scene Campus Police officer becomes the initial on-scene incident commander until relieved of this duty by the President, Vice President, or Dean of the satellite campus.

VERIFICATION OF COMPLAINT/THREAT

Upon verification of the complaint:

1. The on-scene Campus Police officer will assume initial Incident Command position and should immediately notify local dispatch (911) of the circumstances of the event and all information collected thus far. Local officers will be dispatched to the campus to assist. If working alone, the Campus Police officer should not immediately enter the building until the location of the suspect can be determined and additional local officers have arrived so that an entry team can be formed. This should result in a minimal delay as most local patrol officers are patrol rifle trained and ready to immediately deploy.

2. When the Campus Police officer notifies 911 that assistance is needed, the local agency shift supervisor will respond and will be in charge of notifying the following persons:
   a. The local agency Operations Commander
   b. The local agency SRT/SWAT Commander
   c. The local agency Investigations Commander
   d. The local agency Chief of Police

3. The local agency shift supervisor will request permission to activate the local Special Response Teams (SRT/SWAT) from the local Chief of Police, the Operations Commander or highest ranking officer on duty with their agency should the situation so warrant.

4. The on-scene Campus Police officer(s) will work under unified command relinquishing command to the agency with the expertise and resources to gain control of the situation. The Campus Police officer(s), if not involved with building entry, will work with local agencies to establish the location for the on-scene Command Post.

5. After the command post has been established, the on-scene Campus Police officer(s), as quickly as possible and if not involved with building entry, will notify the President, Vice President, or Dean of the affected campus. Upon notification of the President, Vice President or Dean, either he/she or his/her designee, at a time when it is determined to be safe to do so, will respond to the on-scene command post and will assume incident command for the campus/college. As stated previously, incident command will be relinquished under the unified command system upon the arrival of local police or emergency services with resources and expertise to control the situation. The President, Vice President, or Dean will remain in the command post in an advisory capacity to these agencies. Campus Police officers will continue scene management with delegation of authority approved by the President, Vice President or Dean.
INITIAL RESPONSE PROCEDURES CAMPUS AND LOCAL POLICE PERSONNEL

1. Upon response to the scene, if the perpetrator(s) are outside of the building and if immediate contact occurs, the on duty Campus Police officer or arriving local police officer will immediately take appropriate action to neutralize subject(s) and protect life.

2. If immediate contact is not made and the Campus Police officer receives information that the perpetrator(s) is/are inside the building, the on-scene Campus Police officer will advise local dispatch and wait for the arrival of local police assistance to form an entry team before entering the building. The majority of local officers responding are trained in patrol rifle and building entry; therefore, there should be minimal delay in forming an entry team.

3. Upon arrival of additional local police officers, the on duty Campus Police officer will provide necessary intelligence information and participate in, or assist with, building entry as warranted. At no time should a Campus Police officer enter a building alone against an assailant or assailants. Local response in most instances will be minimal.

4. Upon the arrival of additional local police units and emergency services, the arriving local agency supervisor or lead officer becomes incident commander until relieved by a superior officer of that agency and will follow protocol of the local agency for critical incidents. The on-scene Campus Police officer(s) will continue to work with local responding officers to:
   a. Establish and engage an entry/rescue team
   b. To determine who will be on the entry/rescue team and who will maintain the on-scene Command Post
   c. Participate with the established building entry/rescue team to locate the perpetrators/victims as the Campus Police officer will be most familiar with the building floor plan, unless otherwise advised by the local agency incident commander.

ENTRY TEAM

The entry team will locate perpetrators by:

1. Listening for screams for help
2. Listening for noises of gunfire
3. Obtaining directions from fleeing victims
4. Identifying the locations of victims

The entry team will locate and neutralize the perpetrators to protect life and property. All personnel from local agencies will abide by their individual department’s Use of Force Policy. WSCC officers will work with local agency personnel assigned to the Command Post to assemble a rescue and to direct the rescue team to locate and remove injured persons from the scene and provide first aid.
IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM

The Campus Police department and local police agencies will adhere to the principles of the Incident Command System (ICS). Walters State Campus Police officers, being assisted by the local police department, will work together with the ranking officer on the scene to:

1. Establish an inner perimeter
2. Establish an outer perimeter
3. Establish a command post
4. Designate a staging area for police
5. Designate staging area for EMS/Fire/Helicopter
6. Designate a media contact location
7. Designate a staging area for family/friends for release/pickup
8. Designate personnel to assist with triage
9. Assign personnel to supervise these posts
10. Assign an officer to supervise the oncoming shift

COMMUNICATIONS

If the incident warrants, the Campus Police officer in charge at the scene will request assistance from local police agencies as needed and activate additional Campus Police personnel via emergency recall procedures. If warranted, and in consultation with local police responders, contact may be made with the local office of Emergency Management to request that the Mobile Communications Unit, if available, be dispatched to the scene. Should an aviation unit or other resources be needed at the incident, the local police agency incident commander may request assistance from various other local and state agencies. Available Campus Police officers not engaged in building entry and rescue efforts will place their police radios in scan mode to monitor all local police traffic, Campus Police traffic, and campus emergency radio traffic.

Campus calls for service no affiliated with the emergency situation will be placed on hold or prioritized according to progression of the emergency and the availability of Campus Police officers to accommodate requests for service. Campus IET personnel will be in charge of setting up communication outlets as outlined in Section 5 of the College Emergency Preparedness Manual if/when the campus emergency operations center (EOC) is activated. The college’s Communications and Marketing Vice President and his/her staff will be contacted to respond to the designated media staging location when it is safe to do so. Campus Police officers will refer all media contacts to the designated media staging area and the Communications and Marketing Vice President for the college. All information concerning the incident will be communicated to media outlets by the Vice President for Communications and Marketing.
DOCUMENTATION

All individuals with an emergency response role to include all members of CERMT and CERT that play a specific role in emergency response should begin immediately utilizing Activity Log –ICS 214 to document all decisions made and action taken during the event. A college staff member will be designated to complete the activity log and serve as scribe for the Incident Commander (President, Vice President, or Dean) to ensure documentation of decisions made and action taken. All original copies of the Activity Log-ICS 214 form must be forwarded to and maintained by the Campus Police office. A personal copy may be kept by the originator for reference. All Incident Command System report forms may be accessed at: [http://www.training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm](http://www.training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm)

SPECIAL RESPONSE TEAMS

The Special Response Team’s primary purpose is to protect life and apprehend the perpetrator. The local Special Response Team (SRT) or Special Weapons and Tactics Team (SWAT) will respond to the scene and will stage at a location adjacent to the command post. The local agency incident commander will brief the SRT/SWAT Commander. The SRT/SWAT Commander under the authority of the local agency Incident Commander will develop an Incident Action Plan. The SRT/SWAT members and/or sniper team (if available) will be deployed under the direction of the local agency incident commander. All SRT/SWAT members and Campus Police officers will adhere to the individual department’s Use of Force Guidelines. Upon resolution of the incident, SRT/SWAT members and available Campus Police officers will be responsible for securing the crime scene until relieved of this duty by the Incident Commander.

FIELD OPERATIONS

Additional Campus Police personnel may be activated by the supervising Campus Police officer. Additional local police personnel will be activated under the direction of the local agency Incident Commander. All campus and local police personnel will respond to the scene and will stage at a location designated by the Incident Commander. A supervisor or designated officer will be briefed and an incident action plan will be developed under the authority of the Incident Commander.

Primary purpose of field operations:
1. Protect life and apprehend the perpetrator. All agency personnel will adhere to the individual police department’s Use of Force Guidelines.
2. Assign personnel to the inner perimeter and assist SRT/SWAT with maintaining order.
3. Assign personnel to the outer perimeter and maintain control of the scene.
4. Remove injured persons from inner perimeter.
5. Assist with evacuation of buildings and areas not affected by the event when it is safe to evacuate.

Campus Police and local police will maintain the perimeter and protect the crime scene until relieved of this duty by the Incident Commander.
PATROL OPERATIONS

Additional Campus Police personnel will be called in to handle calls for service or provide additional patrol and control of the crime scene, if warranted. These officers will report to the designated command post for briefing and assignment. A Campus Police supervisor will be designated to handle daily Campus Police operations and take appropriate action pending administrative decisions relative to cancellation of classes and other activities for recovery purposes.

NEGOTIATIONS UNIT

A designated location will be assigned for local police agency negotiation personnel. If the incident results in a barricaded person(s)/hostage situation, local agency negotiators will be authorized to make contact with the perpetrators. Negotiations should only be conducted by the local police department’s designated and trained negotiators. Contact may be made by telephone or public address system if a phone is not accessible to the suspect. When possible, every effort will be made to persuade the suspect(s) to surrender before force is used. Negotiators will attempt to establish a certain rapport with the suspect(s) which involves a basic trust and “give and take” process, or crisis intervention techniques. Establishing any basic dialogue is of primary importance. In negotiating, virtually all demands are negotiable except as follows:
1. Supply the suspect(s) with weapons
2. Additional hostages or exchange of hostages
3. Alcohol and drugs

Negotiations should be accomplished continually, even during a tactical assault. The local Crisis Negotiations Commander will be responsible for ensuring communications and updates are forwarded to the Incident Commander.

INTELLIGENCE GATHERING

Intelligence will be gathered by Campus Police officers, and local agency detectives and officers, as well as other local agency personnel. Information will be shared with negotiators and the Incident Commander.

The following information will be gathered:

**Perpetrator(s)**
1. Location (e.g. Building, floor, room, roof, or basement, etc.).
2. Description of weapon(s) (e.g. handguns, rifles, grenades, dynamite, etc.).
3. Is the perpetrator known?
   a. Is the perpetrator a criminal suspect?
   b. Is the perpetrator mentally ill?
   c. Is the perpetrator a militant?
4. Complete physical description.
5. Describe mental and physical condition.
6. What crime has he/she/they committed?

**Hostage(s)**
1. Physical description, i.e., age, height, weight, sex, hair, etc.
2. Mental and physical condition
3. Determine in which rooms telephones are located
4. Determine if access to police communications is available in or near the room
5. Gather any other pertinent information
6. If a group is being held, how many in the group

**SCRIBE**

A college staff member will be designated to take notes for the Incident Commander (President, Vice President, or Dean) to ensure documentation of decisions made and actions taken. ICS Forms 214a Activity Log Sheet will be completed.

**EMERGENCY MANAGEMENT**

If the situation warrants, facilities management personnel, who are responsible for logistics for the campus, will work with local emergency management personnel to assist with designating buildings/areas not affected by the event to provide shelter if necessary. If the building affected by the event can undergo a partial evacuation before resolution of the incident, or if individuals flee from the building affected, they may need to be temporarily housed in a building not affected by the event. Facilities management personnel and in some cases, local emergency management agents, may also designate other facilities within the campus or community to serve as shelter locations. Should the incident progress beyond a 24 hour period, facilities management personnel, in conjunction with local emergency management agencies, may organize and distribute food as needed. Campus Police and Facilities Management personnel or other designated campus personnel may be assigned to work with local emergency management personnel to assist in the evacuation and return of persons to family members. In addition, as warranted, facilities management may be requested to provide transportation as needed and as approved based upon circumstances of the incident.

**NOTIFICATIONS**

In instances where multiple deaths have occurred, the President of the college may authorize campus and local officials, to include members of the college or the local police Chaplin unit, to make death notifications to family members. College or local officials may be authorized by the President to notify family of person(s) who are uninjured and are to be released from the scene.

**MEDIA AND PRESS**

The college’s Vice President for Communications and Marketing will be assigned to the designated media and press staging area. All members of the media and press should be directed to the designated media staging area. The Vice President for Communications and Marketing will keep the press informed of the incident, conducting periodic press conferences to update information as approved by the college President or his/her designee. The Vice President for Communications and Marketing will follow guidelines as approved in the college’s emergency preparedness manual, Section 5.
INCIDENT RESOLUTION

Once the incident is resolved, all personnel will maintain their posts until relieved by the Incident Commander. The chief of Campus Police and/or a campus supervising officer will work with the local police agency investigations unit and will:
1. Assign Campus Police personnel to interview person individual’s on-scene who were present at the incident
2. Assign Campus Police personnel to interview persons who were transported to a medical facility
3. Work with local police personnel to process the crime scene:
   a. Take photographs
   b. Collect evidence
   c. Videotape the crime scene
   d. Work with local police personnel to conduct a criminal investigation. The local police department will assign a lead investigator and a sufficient number of detectives to thoroughly and completely investigate the incident
   e. Complete all of the necessary reports

The chief of Campus Police and/or local investigators will contact the Tennessee Bureau of Investigation to assist with the investigation.

CAMPUS POLICE OPERATIONS

Local and Campus Police officers will maintain security of the premises until the investigation is complete. Campus Police officers will resume answering emergency and non-emergency calls for service and complete all necessary reports that are required of personnel on the scene.

FOLLOW UP

AFTER ACTION EVALUATION

The College emergency response management team (CERMT), along with a member of the local police and emergency management agencies, will conduct after action evaluations of the incident. This may include meetings and preparation of written reports outlining deficiencies and strengths. Changes will be made for future planning according to the outcome or findings of the after action evaluation.

CONDUCTING MEETINGS WITH COLLEGE AND LOCAL OFFICIALS

Meetings may be conducted with the College Emergency Response team and local officials to:
1. Evaluate local and Campus Police response
2. Provide assistance with college and local citizen concerns
3. Hold public/campus meetings if requested
COUNSELING

College counselors will be assigned to be available for Critical Incident Stress debriefing for students, staff, faculty and other emergency workers involved in rescue and recovery efforts. Counseling staff will also make recommendations of therapy centers for those who may need long term or additional care or counseling.

9/13, 9/14, 9/15
The Threat Assessment Team (TAT) was formed in 2007 to assess potentially violent behavior or violent threats by students, faculty, staff or non-affiliated people on campus. It is believed that the best way to learn of and prevent a threat is through extensive communication between administrators and members of the campus community.

POLICY STATEMENT

Students and staff are encouraged to report any suspicious or questionable behaviors, particularly those of potential violence, to the Campus Police department, a campus security authority (CSA), their appropriate supervisor, or any member of the threat assessment team. Should a significant and credible threat to the college, or a portion of the college, exist, legal and protective measures will be taken and information shared among the threat assessment team and, if warranted, with the campus community regarding the threat and any crime prevention steps.

THREAT ASSESSMENT TEAM RESPONSIBILITY

The threat assessment team seeks to improve the safety and security of the college through a multi-disciplinary approach to identifying, managing and monitoring persons and situations that may pose a threat to the members of the college community. The goal of the team is to provide early intervention to prevent or eliminate the potential for violence and provide support and resources to persons referred to the team who may need help. The team fosters a culture of reporting threats across the college and provides guidelines for college faculty and staff at the following link: http://intranet.ws.edu/distress/

The Vice President for Student Affairs and Director of Athletics leads the threat assessment team. As authorized by the president of the college the following individuals share the responsibility for threat assessment and threat assessment duties:
1. Vice President for Student Affairs and Director of Athletics
2. Vice President for Academic Affairs
3. Vice President for Business Affairs
4. Assistant Vice President for Student Affairs and Special Assistant to the President for Diversity
5. Executive Director of the Student Success Center
6. Executive Director for Counseling and Testing
7. Director of Campus Police and Emergency Preparedness
8. Counselor – Greeneville
9. Counselor – Sevierville
10. Associate Professor of Nursing
11. Director of Fire Science and Paramedic Programs / Homeland Security

Legal counsel/consultation is provided by the Tennessee Board of Regents legal staff.

MEETING SCHEDULE

The threat assessment team meets on an as needed basis and based on information or reports received. The meeting schedule is established by the vice president for Student Affairs and director of Athletics. The vice president will inform all members of the time and location of meetings.

THREAT ASSESSMENT RECORDS

The threat assessment team shall maintain records for all threat assessment cases and all follow-up reports that result from threat assessment meetings according to the college privacy policy. These records will be maintained in the office of Student Affairs.

9/13, 9/14, 9/15
SECTION VIII

LAW ENFORCEMENT AND SAFETY ON CAMPUS

CAMPUS POLICE AUTHORITY,
This page intentionally left blank.
Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs
Source/Reference: Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE

PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to law enforcement and safety on campus.

The Campus Police Department is administratively responsible for the police and safety functions on Walters State campuses. In addition to certified police officers the college also employs uncertified safety officers who directly supplement and support the police function. Services are provided on the Greeneville/Greene County, Morristown/Hamblen County, Sevierville/Sevier County, and Tazewell/Claiborne County campuses and White Pine/Jefferson County Great Smoky Mountain Exposition center as well as other properties owned and leased by the college.

POLICY STATEMENT

Campus Police officers are required to maintain Peace Officer Standards and Training (POST) certification. The college employs both full-time, regular part-time and temporary part-time Campus Police officers to provide police services to the college. Certified Campus Police officers are commissioned by the president of the college and have full arrest and investigative powers on all properties of Walters State.

In addition, uncertified campus safety officers assist the department in performing patrols, safety checks, and other projects as assigned. Campus Police and safety officers report directly to the director of Campus Police, Emergency Preparedness and Safety Administrator. The director of Campus Police, Emergency Preparedness and Safety Administrator reports, directly to the vice president for Business Affairs. However, director of Campus Police, Emergency Preparedness and Safety Administrator, also
works closely with the president, vice president for Student Affairs, the vice president of Academic Affairs, and campus deans and other faculty and staff when police investigations or actions are warranted. Organizational charts for each campus may be referenced in Figures 32-33.

9/13, 9/14, 9/15
Figure 32: Campus Police Organizational Chart – All Campus Locations
Figure 33:
Campus Police Organizational Chart – White Pine/Jefferson County Location
LAW ENFORCEMENT ON CAMPUS

Walters State employs eight full time police officers. The number of temporary part-time police officers may vary throughout the year but is in the range from 10 – 20 officers. All Campus Police officers have completed an accredited law enforcement academy and are state certified by the Peace Officer Standards and Training Commission (POST) upon full time employment. Officers attend yearly required in-service training and firearms qualification to maintain POST certification. Police officers also participate in additional training throughout the year to include emergency response, active threat, and critical incident management.

Campus Police officers have all the police powers necessary to enforce all state laws as well as rules and regulations of the institution and its governing board on college properties, including public roads or right-of-ways which are contiguous to or within the perimeter of college facilities or property, T. C. A. 38-17-1315 and TBR policy 5:01:07:00.

Also, certain staff in the Academic Division of Public Safety are bonded and recognized as auxiliary Campus Police/public safety officers with law enforcement and emergency response authority on campus. Public Safety officers have the appropriate level of training in their areas of expertise. In addition, the college employs non-certified safety officers who have the responsibility of conducting various safety equipment checks, complete reports and perform patrol duties.

WORKING RELATIONSHIP WITH LOCAL LAW ENFORCEMENT

Walters State maintains a close working relationship with local and state law enforcement agencies, and all major offenses are reported to local and state agencies as appropriate. Campus Police officers respond to all reported incidents involving criminal activity, injury, or other emergency situations and initiate emergency response for all campus locations. Other emergency service agencies will be contacted as needed or required based upon the circumstances of the incident.

CAMPUS SAFETY OFFICERS

The college also employs non-certified safety officers. Safety officers provide foot and vehicle patrols of campus areas and perform non-police related safety services. Safety officers are responsible for conducting the following safety assignments and safety equipment checks:
1. Fire extinguishers
2. AEDs
3. Emergency telephones
4. Lighting assessments
5. Building and grounds safety assessments
6. Securing of work areas and buildings

CLERICAL STAFF

The college employs a Campus Police secretary for the department who provides clerical and office management services on the Morristown campus. However, clerical staff is also responsible for ensuring that all campus locations have necessary computer access, access to reports and forms, and other information as necessary.
PURPOSE

The purpose of this general order is to establish protocol for Campus Police authority, enforcement action, and the formulation of probable cause. It is the responsibility of the Walters State Campus Police department to enforce state law and campus rules and regulations fairly, diplomatically, and impartially with due regard to the constitutional rights of all.

The Constitution of the United States guarantees every citizen certain safeguards from governmental intrusion into their lives. These safeguards have placed limitations on the authority of police. This general order defines the legally mandated authority for enforcement of laws. It establishes procedures for assuring compliance with constitutional requirements, defining the authority, guidelines, and circumstances where Campus Police and safety officers should exercise alternatives to arrest and formulating of probable cause for arrest.

POLICY STATEMENT

It is the policy of Walters State Community College that police authority will be granted to certified campus police officers upon satisfying certification standards of the Tennessee Police Officer Standards and Training Commission.

DEFINITIONS

A. Authority – The power or right to take specific action
B. Probable Cause – The knowledge of acquired information that would lead a reasonable and prudent person to believe that a crime has been or is being committed, or is about to be committed, and that the person to be arrested has committed or is committing the crime in question.
POLICE AUTHORITY TO ENFORCE LAWS

Section 49-7-118 of Tennessee Code Annotated gives Campus Police the authority to enforce the law and make arrests for violations of law. Section 6-21-602 of Tennessee Code Annotated states that it is the duty of police to:

a. Preserve order
b. Provide protection from violent crime and all criminal acts
c. Prevent the commission of crime and violations of law
d. Perform general police duties

It is the duty of Campus Police to exercise police authority or arrest powers when there is no other viable alternative resolution to illegal conduct or activity on campus property.

LIMITATION OF CAMPUS POLICE AUTHORITY

The power of a Campus Police officer to make an arrest by virtue of office is subject to well organized territorial limits. Limitations on Campus Police authority are derived from statutes (federal, state, and local), judicial interpretations of legal opinions from the TBR legal counsel, college administration, State Attorney General, District Attorney General, department policies and procedures, college rules and regulations, and the college’s administrative sanctions and rules.

A Campus Police officer may be in doubt as to when he/she should advise an individual of Miranda warnings, a proper guideline to follow would be to advise any suspect of the Miranda warning whenever they have a suspect in custody and intend to interrogate the suspect.

In some cases, the Campus Police department may conduct photo line-ups. The photos must depict persons having physical characteristics similar to the described suspect. As a general rule, a photo line-up containing six (6) photos is considered fair. Photographs shown to witnesses will not contain any identifying information that could influence the procedure. All photo line-ups must be documented as to date, time, place, photograph identification, witnesses, and the order and placement of all photographs used in the line-up. Officers or other persons may not influence the line-up process.

COMPLIANCE WITH CONSTITUTIONAL REQUIREMENTS DURING A CRIMINAL INVESTIGATION

When conducting criminal investigations, Campus Police officers will take all precautions necessary to ensure that persons involved are offered their constitutional safeguards. Campus Police officers will ensure that:

1. A suspect’s statements or confessions are of a voluntary nature and no coercion is used
2. Applicable persons are advised of their rights in accordance with the law and with this general order
3. If arrest is necessary, all arrested persons are taken before a judge or magistrate for formal charging when applicable, and appropriate administrative staff are informed of the prosecution
4. All persons accused or suspected of criminal violation for which they are interrogated are offered an opportunity to consult with an attorney in compliance with applicable laws

Campus Police officers, by nature of their office, may be involved in situations where they are required to exercise good judgment in the performance of their duties. The Walters State Campus Police department provides officers with written Tennessee Board of Regents approved disciplinary sanctions, staff and
faculty policies and procedures, administrative direction and instruction, and directed patrol assignments, as well as training to aid in making decisions which call for the use of good judgment in performing their duties. Campus rules and regulations and department general orders give the officer factors or guidelines to consider in exercising their judgment. Individual officers must consider the situation and all relevant factors. Using previous knowledge, training, and good judgment, officers must make the appropriate decisions.

**ALTERNATIVE TO ARREST**

Under certain circumstances, Campus Police officers are faced with situations when an arrest will not present the most appropriate solution to a problem. When such a situation arises, officers may elect to exercise certain alternatives, such as the issuance of a citation, referral to the vice president of Student Affairs if situations involve students, referral to the vice president of Academic Affairs for faculty, and referral to the vice president for Business Affairs for visitor and staff concerns. Officers may also, in extreme circumstances where violence or threat of violence occurs, escort disruptive persons from the campus and issue a “Trespassing Notice”. Domestic situations require by law, T.C.A. 36-3-619, referral to a social service agency.

Examples include:
1. Mentally or emotionally disturbed persons
2. Domestic situations where referral to counseling is an alternative and where there are no additional legal requirements regarding the situation
3. Juvenile offenders
4. Transient persons who need shelter, food, etc.
5. Persons requiring medical attention

**USE OF WARNING AS AN ALTERNATIVE TO ARREST**

The use of a warning may sometimes provide a satisfactory solution to a problem. The most common type warning occurs relative to traffic offenses, but occasionally may be applied to certain minor criminal offenses. In determining if a warning should be issued, the officer should consider the following:
1. Seriousness of the offense
2. The likelihood that the violator will heed the warning
3. The reputation of the violator; i.e., known repeat offender, has received previous warnings, etc.
4. When it is in the best interest of maintaining order
5. Institutional policy and department procedure
6. Legal requirements placed on the officer

**THE FORMULATION OF PROBABLE CAUSE FOR ARREST**

Probable cause for arrest exists when an officer has acquired knowledge that would lead a reasonable and prudent person to believe that a crime has been or is being committed and that the person to be arrested has committed or is committing the crime in question. When establishing probable cause, the officer will usually consider the following items of criteria:
1. The personal, direct observation by the Campus Police officer
2. Information received from another officer
3. Information received from a witness
4. Information received from the victim
5. Information received from an informant
6. The suspect’s response
7. Incriminating statements
8. Erroneous statements
9. Contradictory statements
10. Evasive answers
11. The flight of the suspect
12. Attempt to hide or avoid detection
13. Presence at or near the crime scene
14. Time of day and nature of the area
15. The Campus Police officer’s knowledge of a suspect’s prior history

9/13, 9/14, 9/15
PURPOSE

The purpose of this general order is to establish protocol for vehicle and foot patrol of campus buildings and areas.

POLICY STATEMENT

The policy of the Walters State Campus Police Department is to ensure a safe and secure environment on the college campuses through active and vigilant patrol of all parts of each campuses including its roadways, walkways, parking lots, buildings and police academy residence facilities.

FOOT PATROLS

Walters State Campus Police and Safety officers conduct regular/daily foot patrols in buildings and around campuses. The focus of these patrols is the safety of students and staff, building security, and maintaining an active presence throughout each campus to deter crime.

VEHICLE PATROLS

Walters State Campus Police and Safety officers conduct regular vehicle patrols through parking lots and campus streets at locations where safety vehicles are available. The focus of these vehicle patrols is to deter vehicle break-ins and other offenses that may occur in parking lots or on campus streets and to provide safety patrols for students, staff, and visitors to the college.
PATROL AREAS

Campus Police and Safety officers are responsible for vehicle and foot patrol within the boundaries of the campus property. Patrolling of roadways between campus locations is the responsibility of the local jurisdiction police or sheriff’s department. Officers encountering incidents when traveling between campus locations should make radio or telephone contact with the appropriate jurisdiction department. Campus police and safety officers should provide the assistance needed until the arrival of the appropriate officer and then turn the incident over to them. In addition, officers may provide assistance at the request of a local agency when needed.

CALLS FOR SERVICE

The Campus Police office does not employ a dispatcher. However, the on duty officer has a departmental cell phone with him/her at all times. Calls to the primary Campus Police number on all campuses is forwarded to the cell phone. Calls for service are answered in the order in which they are received. Emergency calls, where circumstances warrant immediate action, take priority over non-emergency or routine calls. Officers will respond to all calls as quickly as possible in all cases.

OTHER DUTIES

Campus Police and Safety Officers are assigned various other duties/Responsibilities in addition to patrol of the campus. It will be necessary for officers to prioritize work time during their shift to accomplish tasks which they are assigned and balance their time appropriately with regard to patrol and completion of other assignments. Other duties include but are not limited to:
1. Provide non-emergency assistance to students, staff and visitors in any way possible and as resources permit
2. Parking assistance and enforcement
3. Public relations
4. Answering calls for service
5. Investigation of incidents or offenses
6. Report writing
7. Records keeping
8. Completion of safety checks
9. Completion of daily reports
10. Other duties as assigned

9/13, 9/14, 9/15
Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs

Source/Reference:
Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE

Location Where Documentation Maintained: http://www.ws.edu/student-services/campus-safety/crime-reports/

PURPOSE

The purpose for this general order is to establish and maintain a Bicycle Patrol Program as a tool to accomplish the department’s mission of providing police services. The bicycle program, when used with other patrol methods employed by the department, will form an integrated patrol system.

POLICY STATEMENT

The bicycle patrol will function as a high mobility, high visibility, and proactive patrol. The bicycle patrol will use its ability to respond quickly to emergency situations and calls for service. When necessary the bike officer will use the unique ability of the bicycle to remain unseen, to observe suspicious or questionable activity and to appropriately report it.

DUTIES

The bicycle patrol officer will utilize the bicycle as his/her primary means of transportation, weather permitting. Officers will utilize the bicycle to accomplish assigned patrol duties. The bicycle patrol officer jurisdiction will be the properties identified as Walters State campuses and only those streets, alleys or campus access points contiguous with the assigned campuses. The bicycle patrol officer will interact with the students, staff and visitors whenever possible to promote crime prevention and safety on campus. The use of the bicycle as a public relations tool is encouraged.

TRAINING

All officers assigned to the bicycle patrol must complete and pass the Basic Level Police Mountain Bike Certification Course conducted by a certified department training officer and qualify as police cyclist. Training will include classroom and on bike practical training with written and practical skills testing. A passing grade of 76% must be achieved on the written test, and all practical skills must be passed to successfully complete the course. When all training requirements are met, the officer will be certified as a Police Cyclist.
EQUIPMENT

Uniforms and equipment for the bicycle patrol officer will consist of departmental approved duty equipment. The department will provide a bicycle equipped to accomplish the mission of the department.

Equipment will include but not be limited to:
1. Bicycle
2. Cargo bag and rack
3. Bicycle helmet
4. Rear reflector
5. Head light for night operation
6. Blue lights and siren
7. Lock for securing the bicycle
8. Bicycle will be assigned a state tag number

9/13, 9/14, 9/15
PURPOSE

The purpose of this general order is to establish policy and procedure relative reporting crimes or emergencies to Campus Police or campus security authorities.

POLICY STATEMENT

All students, employees and visitors to Walters State campuses are encouraged to report all criminal activity, suspected or in progress, to the Campus Police department. Campus Police offices are located on the campuses at Morristown, Sevierville, Greeneville, and (on a limited basis) Claiborne counties. An investigation will be conducted and written reports will be completed. Students and employees may access the campus Crime Watch/Silent Witness form online at the following link Crime Watch Report to submit an anonymous tip or to report a crime without being identified. Emergency telephone numbers may be referenced in Table 10. For facilities that do not house a Campus Police office and are not staffed on a regular basis with certified police officers, students, employees, and visitors are encouraged to contact the local police department by dialing 911 to report crimes or emergency situations. Major offenses reported to the campus police department, such as murder, rape, or sale of illegal drugs, are also reported to local and state agencies. Upon receipt of a report regarding any major crime Campus Police, local and/or state agencies will then conduct a joint investigation.
EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Law Enforcement (All Campuses)</td>
<td>Local Police/Sheriff’s Department</td>
<td>911</td>
</tr>
<tr>
<td>Campus Police-Morristown</td>
<td>500 S. Davy Crockett Parkway, Morristown, Tennessee</td>
<td>423-585-6752</td>
</tr>
<tr>
<td>Campus Police-Sevierville</td>
<td>1720 Old Newport Highway, Sevierville, Tennessee</td>
<td>865-774-5813</td>
</tr>
<tr>
<td>Campus Police-Greeneville</td>
<td>215 N. College Street, Greeneville, Tennessee</td>
<td>423-798-7961</td>
</tr>
<tr>
<td>Campus Police-Claiborne</td>
<td>1325 Claiborne Street, Tazewell, Tennessee</td>
<td>423-851-4778</td>
</tr>
</tbody>
</table>

CRIMINAL ACTIVITY OFF CAMPUS

Campus Police and safety officers do not provide law enforcement service to off-campus residences utilized by students. Criminal activity at housing locations is monitored by the local police department. However, Campus Police and the local police share a close working relationship when violations of federal, state or local laws involving students occur.

9/13, 9/14, 9/15
**Purpose**

The purpose for this general order is to establish policy relative to the development and implementation of crime prevention policies for the college.

**Policy Statement**

Walters State Community College encourages students, employees and visitors to be aware of their responsibility for their own safety and the safety of others when on campus. To assist in crime prevention efforts, Walters State employs full and part-time certified police officers to provide police services on all campus. Officers’ conduct foot patrol, vehicle and, when possible, bicycle patrol routinely. Each campus is equipped with emergency blue light telephones at designated points in campus parking lots and on or near campus buildings.

In addition, to deter theft and unauthorized access of facilities, employees are encouraged to keep work area doors closed and locked when not in use. Building reminders are issued to building deans to ensure that staff is appropriately reminded to secure work areas for the prevention of theft and unauthorized access. Students and staff are encouraged to keep valuables stored out of sight in vehicles to prevent vehicle break-ins, and students are encouraged on-line and during orientation sessions not to leave valuable items unattended. Students and staff are encouraged to walk in pairs or groups. If they must walk alone, particularly after dark; upon request a Campus Police officer will provide an escort to their vehicle. Further crime prevention tips are posted on the campus safety website.
DRUG AND ALCOHOL PREVENTION PROGRAMS

The Campus Police department partners with the Governor’s Highway Safety Office and the campus Drug and Alcohol Awareness Team to provide drug and alcohol programs and activities in which students and staff may participate. To provide educational activities for students and staff, the following are examples of programs and activities provided:

1. Fatal vision goggles are utilized to set up mock sobriety check points
2. Participation in the core alcohol and drug survey which measures alcohol and other drug usage, attitudes, and perceptions among college students
3. Free Friday evening movies with alcohol and drug prevention themes
4. Student nurse health information fair with alcohol and drug awareness and prevention exhibits
5. Crash test dummy costumes are obtained, and student volunteers wear these and interact with fellow students passing out awareness materials
6. The Governor’s Highway Safety Office provides simulators and the “Get Nailed” vehicle during alcohol awareness campaigns
7. Morristown police department narcotics and vice division provides drug and alcohol awareness presentations
8. The campus participates in “Click-it-or-Ticket” and “Booze it and Loose it” campaigns
9. Seatbelt check points are set up to educate students, staff and visitors on the importance of wearing seatbelts
10. A slogan encouraging students and employees not to drink and drive is printed on campus parking permits
11. The Tennessee Wildlife Resource Agency (TWRA) provides a Jet Ski simulator that provides students and staff an opportunity simulate the effects of driving while boating
12. The National Guard provides a meth lab trailer that provides an opportunity for students and staff to see the components of a meth lab and the destructive ingredients used to make meth
13. Students participate in various contests such as creating book marks with 10 reasons to be alcohol and drug free and decorating of traffic cones with an alcohol and drug prevention theme

2014 CRIME PREVENTION AND AWARENESS PROGRAMS OFFERED

Prevention awareness campaigns and training for students and staff will be provided by or conducted by the Counseling and Testing Center. Programs and training presented in 2014 were as follows:

1. Presentation by Del Thomasson, ACS Coordinator from Tennessee Methamphetamine and Pharmaceutical Task Force: “Why Do Some People Abuse Prescription Drugs?”
2. Walters State Community College Debate Team argued the pros and cons of two topics: “Should Marijuana Be Legalized?” and “Drug Addicted Babies: More Regulation is Needed”.
3. The movie; “Dallas Buyers Club” was shown and open to all students on campus.
4. Drug abuse presentation “Saving Lives” was presented by Morristown Police Department
5. Major focus for the 2014 alcohol and drug awareness activities at WSCC were planned and implemented to coincide with student appreciation dates in September at all campuses. Tennessee Meth Task Force provided the Drug Awareness trailer. Campus police officers used fatal vision goggles and set up mock sobriety check points and coordinated activities for individuals while wearing the impairment goggles to demonstrate levels of intoxication and the affect alcohol has with regard to judgment. Information pamphlets regarding the consequences of drinking and driving were distributed.
6. Two posters were created, printed, and displayed on all campuses regarding drinking and driving. Data was taken from the 2013 Core Survey to create the posters for display indicating that 91 percent of WSCC students have never driven a car while under the influence. The second poster was crafted to increase awareness regarding the survey results and indicated most WSCC students do not consume alcohol, listing alternative activities that the students engaged in instead of drinking.

DOMESTIC, DATING AND SEXUAL VIOLENCE PREVENTION PROGRAMS

The Counseling and Testing Center offers domestic, dating and sexual violence prevention programs:
1. Morristown Police Department gave a presentation on domestic violence
2. Hosted a round table discussion in October regarding federal regulations and compliance
3. Held three sessions with students concerning consent; “What is and is not”
4. Hosted a focus group to assist in bringing the sexual assault website up to date
5. Continue to work with the Green Dot program

9/13, 9/14, 9/15
PURPOSE

The purpose of this general order is to establish the process for responding to reports of missing students as required by the Higher Education Act of 2008 for campuses with housing facilities.

POLICY STATEMENT

Walters State is a community college and does not provide student housing except for housing accommodations for students attending the Basic Police Recruit School located at the Greeneville/Greene County Campus. Campus Police, faculty, and staff of Walters State recognize the importance of safety to students while residing or attending its campus facilities.

For the purpose of this order, a student will be considered missing if a roommate, class mate, faculty member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person’s daily schedule, habits, punctuality and reliability. Circumstances can also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with, or in the company of, persons who may endanger the student’s welfare.

EMERGENCY CONTACT INFORMATION DESIGNATION

All Walters State students may designate on the admission application an individual or individuals to be contacted by the college in the event of an emergency. The application is kept on file in the admissions office, and the designation will remain in effect until changed or revoked by the student. In the event a student who is not emancipated (i.e., students under the age of 18) is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing. Students attending the Basic Police Recruit School Training will be given an opportunity to provide emergency contact persons and telephone numbers to the academy director.
OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSON

Any individual on campus who has information that a residential student may be a missing person must notify Campus Police immediately. The Campus Police officer will gather all essential information about the residential student from the reporting person and from the student’s acquaintances including, but not limited to, description, clothes last worn, where the student might be, who the student might be with, vehicle description, class schedule, information about the student’s mental and physical well-being, up-to-date photograph, etc. Appropriate campus administration and staff will be notified of the investigation and attempts of Campus Police to locate the student.

If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person (i.e., witnessed abduction), the Campus Police officer will contact the appropriate city, county or state law enforcement agency to report the student as missing. That agency will then take charge of the investigation. No more than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs or his/her designee will notify the emergency contact for students 18 years of age and older, or the parent or guardian for students under the age of 18. Contact is contingent upon the correct emergency contact information provided by the student.

In order to avoid jurisdictional conflicts when a commuter student, or a student living off campus, is believed to be missing, the reporting person should immediately notify campus or local law enforcement authorities. The Walters State Campus Police Department will assist in such investigations as requested by the investigating agency.

9/13, 9/14, 9/15
Purpose

The purpose for this general order is to establish policy and procedure relative to possession, use and sale of alcoholic beverages and illegal drugs.

Policy Statement - Drug-Free Campus and Workplace

The following summary of Walters State Community College’s policy and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Schools and Communities Act Amendments of 1989, in the student handbook provided to each student enrolled at the college. Students and employees are required to be knowledgeable of and comply with the Drug-Free Campus/Workplace Policy, the applicable provisions of which are summarized below.

Standards of Conduct

Walters State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as a part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

Legal Sanctions Under Local, State, and Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with the intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily injury resulted from the use of such substance; and, whether any other crimes were committed in connection with the
use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment; a fine of up to $4,000,000, if an individual; supervised release; any combination of the above; or, all three. These sanctions are doubled when the offense involves either:

1. Distribution or possession at or near a school or college campus, or
2. Distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. S39-17-417. (21 U.S.C. S801, et. seq.; T.C.A. S39-17-417)
3. It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both. (T.C.A. SS1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A misdemeanor (T.C.A. S39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than $50, or both. (T.C.A. S39-17-310)

**HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND/OR ABUSE OF ALCOHOL**

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs may cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug’s chemical composition and whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects for weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.
DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

Employee Assistance Program (EAP): Employees of the college and their dependents are eligible to participate in the State of Tennessee Employee Assistance Program (EAP). Professional counseling services for drug and alcohol related problems are available through the Human Resources Department of the college.

PENALTIES AND SANCTIONS

Appropriate action shall be taken in all cases in which faculty members, students or staff employees are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy.

Employees: Any alleged violation of the Act as implemented via this policy by an employee of the college shall be reported to the president or Human Resources through appropriate administrative channels. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Penalties and/or sanctions may range from professional counseling to termination for cause based upon the circumstances and nature of the offense; however, faculty members and staff employees determined to be in violation of the provisions of this policy should not expect continued employment at Walters State. Penalties and/or sanctions include any one or a combination of the following:
1. Recommended professional counseling
2. Letter of warning/admonition
3. Letter of probation
4. Strongly encouraged to participate in an organized drug treatment/rehabilitation program
5. Suspension from duty
6. Referral for prosecution
7. Termination in accordance with terms of employment-at-will contract
8. Termination for cause
9. Other appropriate disciplinary action

Students: Any alleged violation of the Act as implemented via this policy by a student of the college shall be reported to the vice president for Student Affairs. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or more of the following.
1. Probation
2. Strongly encouraged to participate in an organized drug treatment/rehabilitation program
3. Suspension
4. Referral for prosecution
5. Expulsion from school
6. Other appropriate disciplinary action

This policy may be accessed on the internet by following this link: Drug-Free Campus Workplace Policy

9/13, 9/14, 9/15
Purpose

The purpose of this general order is to establish procedures relative to possession and use of weapons.

Policy Statement- Firearms On Campus

TBR Personnel Guideline P-085 prohibits the possession of weapons, including firearms, by employees. TBR Policy 3:02:001 II.D.8 prohibits the possession of weapons by students. Possession of weapons anywhere on institution property is a crime. However, in accordance with Tennessee State Law, no firearms shall be permitted on the WSCC campus or worn by a WSCC student or employee at any time other than the exceptions listed below:

a. WSCC Campus Police shall wear firearms in accordance with institutional policy
b. Full-time peace officers on campus either in a student or visitor status may carry a firearm if required by local departmental regulations. Specifically, full-time uniformed peace officers are authorized to wear their arms in accordance with their uniform regulations; however, plain clothed peace officers must wear clothing which will permit the complete concealment of their firearms at all times. At no time will such firearms be visible.

The firearms policy may be accessed on the internet by following this link: Firearms on Campus

9/13, 9/14, 9/15
PURPOSE

The purpose for this general order is to establish policy and procedure relative to students and employees with criminal records.

POLICY STATEMENT

Any student who indicates on any application for admission to the college a conviction for a felony offense is referred to the vice president for Student Affairs for a preliminary interview prior to an admission decision. Notification of such conviction after admission may be cause for removal of the student from student status.

Any person who indicates on an application for employment a conviction for a felony offense will be subjected to review by the assistant vice president of Human Resources. When such conviction directly affects the performance of the employee or poses a threat to the campus community in any way, the employee may be subject to rejection or reassignment at the discretion of the president and assistant vice president of Human Resources. Considerations will include length of time since the violation, whether restitution was made for the crime, and whether or not the type of violation is related to the type of position being sought. These standards also apply to felony convictions after achievement of employee status.

9/13, 9/14, 9/15
Section IX, Facilities Access

Policies and Procedures Manual
Access to and Use of Campus Property and Facilities
(Non-Rental)
Policy No. 08:14:00

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President of Business Affairs

Source/Reference:
Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Crime Awareness and Campus Security Act of 1990
Higher Education Act of 1965
Violence against Women Reauthorization Act of 2013
The Handbook for Campus Safety and Security Reporting, USDOE

Location Where Documentation Maintained: http://www.ws.edu/student-services/campus-safety/crime-reports/

I. PURPOSE

Walters State Community College (WSCC or College) regulates the use of its campus property and facilities in order to be consistent with the college mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with this policy, shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; and, prevent use of campus property and facilities contrary to federal, state or local law or regulation, or the rules and policies of the Tennessee Board of Regents (TBR) and WSCC.

In establishing this policy, WSCC recognizes the importance to the educational process and environment for persons affiliated with the college, including officially recognized student organizations and other groups, to have reasonable access to, and use of, the educational facilities on campus, and to hear various views. Simultaneously, WSCC also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, WSCC does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with TBR policy and institutional policy and mission.

II. DEFINITIONS

For the purposes of these regulations, the following definitions shall apply:

(1) "Affiliated Entities" - an officially registered student group or student organization.
(2) "Affiliated Individuals" - persons officially connected with the institution including faculty, staff, and officially registered students.
Section IX, Facilities Access

(3) "Non-affiliated Entities" - any person, group, or organization which is not an "affiliated entity or individual."

(4) "Non-affiliated Individual" - Any person who is not an "affiliated individual."

(5) "Student" - a person who is currently registered for a credit course or courses, non-credit course or program at the institution, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

(6) “Normal Educational Activities” - Activities that occur outside of the classroom to enhance and continue student learning and project completion. They include, but are not limited to, the following: small group study sessions (whether organized by students, tutors, college administrators or faculty), review sessions, open labs, student-teacher conferences and students working together on class projects.

III. ACCESS TO CAMPUSES AND USE OF PROPERTY/FACILITIES

A. Access to Facilities and Prioritized Users

Access to and use of campuses, facilities, and property of WSCC are restricted to the institution, institutional administration for official functions, normal educational activities, affiliated individuals/entities, and invited or sponsored guests of WSCC except as specifically provided by this policy, or when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose.

All requests/applications for use of campus facilities or property should be submitted to the coordinator of Facilities Scheduling. It shall be the responsibility of the requester and/or applicant to obtain notice of approval or denial of any application submitted. Notices of approval/disapproval will be available from the coordinator of Facilities Scheduling.

Priority for the use of college facilities is in the following order: 1) credit classes 2) non-credit classes and programs, 2) college-sponsored activities, 3) all other requests for usage.

B. Use of Facilities by Affiliated Entities and Affiliated Individuals

1. Use of facilities is limited to one time only events, short term, intermittent, and/or repeat use of campus facilities where access/use of facilities/property are permitted without an associated rental/lease fee. Such uses shall be limited to circumstances where WSCC does not actually, or effectively, cede occupancy or control of any WSCC property. The vice president, or campus dean/director, may, at his or her discretion, give permission to affiliated entities for the repeated use of facilities without requiring requests/applications for each occurrence, when the use of facilities is limited to members of the student group or student organization. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed four months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need, or another request for access/use of the facility/space by another eligible individual/entity.
2. Affiliated student groups or student organizations (clubs) who wish to use campus property or facilities for activities or events must submit a request through the online facilities system. This request must be submitted at least five business days prior to the event through the group’s club sponsor. Affiliated student groups or student organizations are encouraged to complete the request earlier than five business days in advance for college and organizational planning purposes.

The college president or designee may approve requests to use facilities filed less than five business days before the event, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the request for usage. Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee will be final.

3. Where appropriate, affiliated individuals or affiliated entities wishing to use campus property or facilities for activities or events, other than for official institutional, administrative, or normal educational activities, must submit a written request to their vice president through their reporting supervisor to obtain written permission for the activity.
   a. Students working independent of a recognized student organization must obtain written permission from the vice president for Student Affairs.
   b. Individual faculty must obtain written permission from the vice president for Academic Affairs.
   c. Staff members must obtain written permission from the vice president of their respective department.
   d. Requests for activities taking place on the Greeneville, Sevierville, or Claiborne campuses must be approved in writing by the respective campus dean/director, rather than a vice president.
   e. Requests for activities taking place at the Great Smoky Mountains Exposition Center must be approved in writing by the center’s executive director.

Written requests and approvals or disapprovals may be in the form of an email message. Written disapproval of a request will include a statement regarding the basis for disapproval. Written approval or disapproval of a request will be provided to the applicant within a reasonable time. Copies of all written requests, along with approvals or disapprovals, shall be kept by the coordinator of Facilities Scheduling.

4. Affiliated entities or affiliated individuals approved to use campus facilities or property are subject to all WSCC and TBR rules and/or policies and federal, state and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving vice president.

5. Use of property or facilities by affiliated entities or individuals will be subject to the same time, place and other guidelines as are in place for non-affiliated entities/individuals.

C. Guest Speakers and Sponsored Groups

1. Faculty and/or affiliated entities may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where
attendance at the class session or meeting will be limited to members of the class and where no fee or compensation from state funds will be paid to the speaker.

2. Where a request for use of campus facilities includes a proposed outside speaker involving payment of a total fee and/or expenses in excess of $2,500.00 from institutional funds, the request must be submitted no later than 20 business days prior to the date of the proposed speaking engagement.

The college president or designee may approve requests to use facilities filed less than 20 business days in advance of the event in the case of a speaker paid from institutional or school funds, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for usage. Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee will be final.

3. Affiliated individuals and affiliated entities who wish to invite a guest speaker or reserve space for an event other than a regular class session, normal educational activity, or college-sponsored meeting must submit an application for use of campus facilities through their reporting supervisor and vice president to the coordinator of Facilities Scheduling.

4. The affiliated individual(s) or affiliated entity or entities sponsoring a guest speaker or event will be responsible for the conduct of both the speaker and the non-affiliated guests at the event as well as compliance withWSCC and TBR rules and/or policies and federal, state and local laws while present on campus or using campus facilities or property.

D. Areas for Public Assembly

Any affiliated entity or affiliated individual wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the WSCC campuses must submit a request through the online facilities system at least five business days in advance of the desired date of the activity.

Any non-affiliated individual or entity wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the WSCC campuses must complete and submit an “Application for Use of Facilities” form at least five business days in advance of the desired date of the activity to the coordinator of Facilities Scheduling.

Requests and/or applications will be reviewed by the appropriate vice president or campus dean/director. Approval or denial of the request will be in writing and may take the form of an email message. Disapproval of the request to use the assigned areas will include a statement regarding the basis for the disapproval. See Section III.E. for examples of reasons for denial.

Upon written approval the requesting individual or entity must adhere to the following guidelines in addition to the applicable conditions listed in Section III.F:

1. The activity must be held in the following assigned areas, unless otherwise specified:
   a. Morristown Campus — College Center Building - Lobby-first floor
   b. Claiborne County Campus – Parking Lot
   c. Expo Center – Covered Warm-Up Ring
d. Greeneville Campus — Parking Lot 3 – Covered Area  
e. Sevier County Campus — Maples Marshall Hall Patio

These areas are highlighted on the appropriate site map.

2. Participants in the activity must remain in the assigned area.
3. The activity may not take place in a classroom, library, or other academic building or facility.
4. The activity may not take place in an administrative area, employee office or work area.
5. Any literature distributed on campus must comply with all applicable local, state, and federal laws and regulations, as well as rules and policies of WSCC and TBR.
6. No obscene literature or material, as defined by law, shall be distributed on campus.
7. The activity may not block the flow of pedestrian or vehicular traffic.
8. Participants may not make physical contact with others.
9. Participants must leave the area free of debris and litter.
10. Sound amplification is not permitted.
11. No WSCC equipment is to be used during the activity.
12. The activity must not interfere with scheduled WSCC-sponsored activities.
13. All WSCC and TBR policies and procedures and local, state and federal laws must be obeyed.
14. Activities may not take place during final exam week in any semester.
15. Activities may not take place before 9:00 a.m. or after 6:00 p.m. Activities may not take place on Saturdays, Sundays or when the college is closed.
16. Activities are limited to a total of four per month for any individual or entity requesting usage. The college will consider additional requests for activities.
17. Children under the age of 18 are not permitted to participate in the activity without being accompanied by an adult.
18. WSCC is not responsible for equipment used by the participants in the activity.

E. Denial of the Use of Facilities

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the institution’s mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. WSCC may deny affiliated entities or affiliated individuals or non-affiliated entities or non-affiliated individuals the use of college facilities, including areas assigned for public assembly. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority,
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant,
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances,
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration,
5. The applicant or sponsor of the activity has been responsible for violation of college or TBR policy during a previously registered use of campus property or facilities,
6. The applicant has previously violated any conditions or assurances specified in a previous registration application,
7. The facility or property requested has not been designated as available for use for the time/date,
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested,
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made,
10. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic,
11. The activity conflicts with existing contractual obligations of the institution,
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution’s officials, faculty members, or students; the damage or destruction, or seizure and subversion, of the institution’s or school’s buildings, other property, or other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors,
13. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR or WSCC.

F. General Conditions for Use of Property or Facilities

Once an affiliated or non-affiliated individual or entity has permission to use college property or facilities, including areas assigned for public assembly, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other college policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property and student disciplinary sanctions, if appropriate.

1. Building, fire codes, and safety standards applicable to particular facilities and/or property must be met.
2. All WSCC and TBR rules and/or policies must be followed.
3. Buildings, facilities, and/or property, not specifically identified as available for use are specifically unavailable for use other than for normal administrative or educational purposes.
4. Sound amplification equipment may be used only when prior request has been submitted and approved by the appropriate vice president taking into account the college mission and the nature of the facility or property requested, location, and time of day. Sound amplification is not permitted in the assigned areas.
5. Any use of college equipment must follow the appropriate college policy and procedure. College equipment is not permitted to be used in the assigned areas, unless the event is college-sponsored.
6. All individuals and/or entities, by making a request/application for registration of an activity and by subsequent use after approval by WSCC, agree to indemnify the college and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of the institution, including, but not limited to, personal injury, property damage, court costs and attorney’s fees.
7. Individuals/entities using college facilities pursuant to this policy indemnify WSCC, and understand that the college may require:
   a) Adequate bond or other security for damage to the property or facilities;
   b) Personal injury and property damage insurance coverage;
   c) A performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and/or
   d) Other types of insurance in such amounts as are designated by WSCC.

8. WSCC reserves the right to identify specific facilities, uses, or events for which bond, security, and/or liability insurance will be required. In setting its policy, the college may consider the nature and uses of particular facilities and/or locations on campus and the anticipated event size or attendance for any use of campus facilities and/or property. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

9. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to WSCC and TBR rules, regulations, policies and procedures regarding traffic and parking.

10. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.

11. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.

12. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested in writing and approved by the President or designee, pursuant to the requirements of this policy and/or other applicable college policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.

13. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution, and students will be subject to WSCC disciplinary sanctions.

14. College property and facilities may not be used by any non-affiliated entity/individual for the conduct of profit-making activities except when engaged in a business relationship, pursuant to a contract, with the college and/or when a rental or lease agreement is in place specifically for such temporary purpose.

15. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization or individual which violates any provision of TBR policy, WSCC policy, local, state, or federal law or regulation. 5/12; 9/15
I. PURPOSE

Walters State Community College (WSCC or College) regulates the use of its campus property and facilities in order to be consistent with the college mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with the policy, shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; and, prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the Tennessee Board of Regents (TBR), the institutions, and schools.

In establishing this policy, and the related college policies, WSCC recognizes the importance to the educational process and environment for persons affiliated with the college including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, WSCC also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, WSCC does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

The use of certain WSCC facilities by non-affiliated entities/individuals is allowed under the policies and guidelines prescribed in this policy and in Tennessee Board of Regents (TBR) Policy No.1:03:02:50, TBR Policy No. 1:03:02:10 and TBR Guideline B-026.
II. GENERAL GUIDELINES

1. A list of the facilities available for rental and the rental charges are shown in Attachment 1. Any facility not listed is unavailable for rental.

2. To apply for use of facilities at any campus location, individuals must complete the Facility Usage Application (Attachment 2) and submit it to the Coordinator for Facilities Scheduling as indicated on the application. Requests for use of facilities at the Great Smoky Mountains Exposition Center must be coordinated through the Executive Director of that facility.

3. Unless otherwise stated, applications must be received at least 20 business days prior to the requested rental date(s). The College will consider applications received later less than 20 business days prior to the requested date(s) but may not be able to accommodate late-filed requests.

4. When applying to use any of the college’s facilities, please be aware that:
   a. All non-profit groups will be required to provide proof of non-profit status.
   b. Local business and civic organizations may use college facilities for group activities that serve the community or are not of a profit making nature.
   c. Any activity that is scheduled must be consistent with college policies.
   d. Approval of a request for use of any WSCC facility is at the sole discretion of the college.

5. If the space is available, college facilities may be reserved during times when the appropriate college staff are available to provide access to the facilities.

6. Priorities for the use of college facilities:
   a. Credit classes,
   b. Non-credit classes and programs,
   c. College-sponsored activities,
   d. All other requests.

7. Costs (see Attachment 1): Exceptions to this policy can be made upon approval of the President of WSCC. All groups, both profit and non-profit, must compensate the college for such products and services (at the rates listed) as, but not limited to, the following:
   a. Room rental.
   b. Damages to equipment or facilities.
   c. Additional college personnel needed for the event, including technical, custodial, electrical, and security staff.
   d. Technical equipment and supplies.

8. Scheduling of Facilities:
   a. The Coordinator of Facilities Scheduling is responsible for receiving and processing all applications for use of any campus facilities except the Exposition Center, by businesses and organizations not affiliated with the college, and will make all necessary arrangements regarding security and cleaning.
   b. Requests for use of the facilities will be reviewed by appropriate vice president(s) and/or the executive director of the Exposition Center and recommendations relative to approval or denial of the request will be made to the President, who is the final approving authority.
c. All applicants will be notified via the email address provided on the application within seven business days of the completed application’s receipt. If an application is denied, the reason will be provided and will be one or more of the reasons detailed in section IV, Denial of the Use of Facilities. Any denial of a request will be based solely on factors related to reasonable regulations in light of the college’s mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner.

d. In all cases where an application for access or use of campus facilities or property is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.

9. Payment Policy:
   Unless stated otherwise herein, all fixed/non-variable fees of approved requests for facilities must be received at least five business days prior to the rental date. If payment is not received at least five business days prior to the rental date, the renting group may be denied access to the facility. All variable fees (e.g. those dependent on variables such as number of hours, etc.) must be remitted to the college within 30 days upon receipt of invoice from the college.

10. Cancellation Policy:
    Unless stated otherwise, all cancellations of approved requests for facilities must be cancelled at least seven days prior to the event, or a $25 administrative fee will be charged.

11. Miscellaneous:
    a. The use and/or possession of alcoholic beverages on university, community college, technical institute, and technology center owned or controlled property is prohibited.
    b. The college’s Communications & Marketing Department must review all press releases and advertisements prior to release regarding events scheduled using college facilities to ensure accuracy of the information being provided as it relates to the college.
    c. If there are technical needs for the event (e.g. special software, wireless access, etc.), the group requesting use of the facility must meet with a representative of the Information & Educational Technologies Department to determine technical requirements at least two weeks prior to the date of the scheduled event. If it is determined more technical assistance is required above what is included in the facility rental rate, additional charges will apply.
    d. If rental is of outdoor spaces, and power is needed and available in the area, the group requesting use of the facility must meet with the college’s electrician to determine electrical requirements at least two weeks prior to the date of the scheduled event. Working with the college’s electrician is mandatory for all stage rentals requiring electrical set-up of more than a 110 volt receptacle. Any electrical installation must comply with all applicable codes.
    e. WSCC has food service providers on the Greeneville, Morristown, and Sevierville campuses, as well as, the Exposition Center. WSCC requires that the food service provider at each respective campus have the first right of refusal for all on-campus catering. Any food service needs must be arranged through the vendor’s catering manager at least two weeks prior to the event. All arrangements for catering (including payment terms) will be between the renter and the food services vendor.
III. GENERAL CONDITIONS FOR USE OF PROPERTY OR FACILITIES

Once an affiliated or non-affiliated individual or entity has permission to use college property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other college policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

1. Building codes, fire codes, and safety standards applicable to a particular facility and/or property must be met.
2. All WSCC and TBR rules and/or policies must be followed.
3. Sound amplification equipment may be used only when prior approval has been given by the appropriate official, taking into account the college mission and the nature of the facility or property requested, location, and time of day.
4. Any rental of college equipment must follow the appropriate college policy and procedure.
5. All individuals and/or entities using college property and/or facilities must agree to indemnify the college and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities, including, but not limited to, personal injury, property damage, theft, court costs and attorney’s fees. The renting organization will be liable for any damages to the college’s facilities and equipment and will be required to reimburse WSCC for all related expenses incurred, including but not limited to, cost of repair or replacement.
6. All individuals and/or entities using college facilities pursuant to this policy indemnify WSCC, and understand that the college may require:
   a. Adequate bond or other security for damage to the property or facilities;
   b. Personal injury and property damage insurance coverage;
   c. A performance bond or insurance guaranteeing performance of its obligations under the contract; and/or
   d. Other types of insurance in such amounts as are designated by WSCC.
7. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to college and TBR rules, regulations, policies and procedures regarding traffic and parking.
8. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
9. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
10. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested in writing and approved by the President or designee pursuant to the requirements of this policy and/or other applicable college policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
11. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In
appropriate circumstances, such persons may become subject to arrest and/or prosecution, and students will be subject to WSCC disciplinary sanctions.

12. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization or individual which violates any provision of this policy, college policy, local, state, or federal law or regulation.

IV. DENIAL OF THE USE OF FACILITIES

WSCC may deny affiliated entities or individuals or non-affiliated entities or individuals the use of college facilities, including open access areas, for any one of the following reasons:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority,
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant,
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances,
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration,
5. The applicant or sponsor of the activity has been responsible for violation of college or TBR policy during a previously registered use of campus property or facilities,
6. The applicant has previously violated any conditions or assurances specified in a previous registration application,
7. The facility or property requested has not been designated as available for use for the time/date,
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested,
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made,
10. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the institution, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic,
11. The activity conflicts with existing contractual obligations of the institution,
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors,
13. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the TBR or WSCC.
14. A determination that software required for an event cannot be provided or installed by the college.
15. The college cannot accommodate the activity within the requested timeframe.

5/12; 9/15
PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in The Handbook for Campus Safety and Security Reporting with regards to campus and facilities access, key and combination control.

OBJECTIVES

1. To achieve maximum physical security with minimum logistics.
2. To establish control of the campus keying system including key duplication and distribution.
3. To establish a recorded chain of accountability for all keys issued.
4. To restore physical security in a timely manner whenever key control has been compromised.

GENERAL ACCESS CONTROL GUIDELINES AND RESPONSIBILITIES

Keys and combinations to college buildings and facilities will be issued to individuals upon proper approval in accordance with the Key Control Policy. Keys must be issued only to individuals currently employed by the college or otherwise authorized by the President. Security of a college key is the responsibility of the person to whom the key is issued. For emergency preparedness and key security purposes, faculty and staff are encouraged to maintain college keys in their possession at all times. The loss of a college key must be reported, in writing (e.g., memo, e-mail etc.) immediately to the proper approving official, department head, or immediate supervisor and to campus police. The duplication of any college key by anyone other than the campus police department is prohibited. Staff and faculty are responsible for locking of doors to classrooms or offices after use to prevent loss or theft. Requests for keys must be initiated by completing the Campus Access Key Request form. After the Campus Access Key
Request form is submitted to department and administrative staff for approval and approval is obtained, the request is forwarded to the campus police department for the request to be filled. If all approval signatures are present, the order will be filled. If needed approvals are not present or other necessary information is missing, the request will be returned to the initiator for further processing. Once the key request has been received and filled by campus police staff, the initiator will be notified that the key(s) are ready to be picked up in the campus police office. After key(s) have been issued, a request for campus police assistance to open an office, work area, or classroom should be made on an occasional or emergency basis and not routinely.

GUIDELINES FOR CAMPUS ACCESS/KEY REQUEST APPROVAL

1. The Campus Access Key Request form must identify the following information for the person accepting responsibility for the key(s) and to who the key(s) is to be issued:
   a. Full name, (first, middle and last name)
   b. Position/title
   c. Department
   d. Date of request
   e. Affiliation to WSCC (staff, faculty, contractor, student, etc.)
   f. Key request type
   g. Number of keys requested
   h. Building
   i. Room number
   j. Area description
   k. Key codes will be provided by the campus police department at the time the request is received in the campus police office, providing above listed information is supplied

2. The request form must be signed by the person initiating the request

3. Approval for issue of building entrance, interior department, department masters, and classroom keys, and replacement of lost or damaged keys must be approved by the following individuals:
   a. Department Head
   b. Building/Campus Dean
   c. Vice President
   d. President

4. To obtain a building great grand master key, or combination lock codes, complete the justification section of the key request form, or attach an additional sheet if necessary. The following signatures, in addition to the signatures outlined above, must be secured prior to issue:
   a. President or Campus Dean

PRIVATELY OWNED LOCKS

Privately owned locks generally are not permitted on college facilities doors except for lockers designated for personal use. For circumstances where outside agencies lease college properties and require private locks, a request in writing should be submitted to the president or vice president for business affairs for approval. A key to the private lock must be supplied by the contracting agency to the campus police department for emergency entry purposes.
ISSUANCE OF KEYS TO: ADJUNCT FACULTY, CONTRACT OR TEMPORARY EMPLOYEES, EMPLOYEES OF ORGANIZATIONS LEASING FACILITIES, OR STUDENTS

Because of the difficulty in tracking and collecting keys issued to adjunct faculty, contracted or temporary employees, employees of organizations leasing facilities, it is necessary for department or organization heads to request, re-issue and collect keys issued to these individuals. Keys requested for adjunct faculty, contracted or temporary employees, employees of an organization leasing facilities, or students will be placed on the department/division or organization head’s key record. The department/division or organization head should maintain a listing of individuals to whom keys are re-issued and collect those keys when no longer needed by the individual.

The department/division or organization head may maintain the keys for re-issue as needed. Keys no longer needed by the department/division or organization head should be returned to the campus police department to be removed from the requesting individual’s record.

ISSUANCE OF KEYS TO FULL TIME FACULTY AND STAFF

A request for building entrance and interior keys should be initiated by the requesting faculty or staff member who will be responsible for and have the keys in his/her possession. Building entrance and interior keys should only be issued to currently employed faculty or staff. Faculty and staff should initiate a request for a key to their office, work area, and/or classrooms used for instruction.

ISSUANCE OF KEYS TO COHORT PROGRAM COORDINATORS

Because of the difficulty in tracking and collecting keys issued to co-hort program faculty/staff, it is necessary for co-hort program coordinators to request, re-issue, and collect keys issued to these individuals. Keys requested for co-hort faculty will be placed on the co-hort program coordinator’s key record. The program coordinator may maintain the keys for re-issue as needed. Keys no longer needed should be collected by the program coordinator and returned to the Campus Police Department to be removed from the co-hort program coordinator’s key record.

A Campus Access Key Request form should be submitted by the co-hort program coordinator for building entrance and interior keys. The co-hort program coordinator will be responsible for logging and re-issuing the keys to co-hort program faculty as well as retrieving the keys at the end of the teaching term. The Campus Access Key Request form should be forwarded to the appropriate Walters State building dean for approval and/or the vice president for academic affairs. Once approved, the request form will be forwarded to the campus police department to be filled. Once completed, the co-hort program coordinator will be contacted. The keys must be received and signed for by the co-hort program coordinator. Building entrance and interior keys should only be issued by the co-hort program coordinator to currently employed co-hort program faculty. Keys should not be issued to co-hort program student assistants.
RESPONSIBILITIES OF DEPARTMENT/DIVISION HEADS OR SUPERVISORS

Department/division heads or supervisors are responsible for the following:

1. Approve keys to be issued to full or regular part time employees.
2. Request and approve keys to be re-assigned by the department/division head, or his/her designee, to any adjunct faculty, temporary part time, or contracted employee.
3. Insure all keys are returned to the campus police department from employees who are full or regular part time upon termination of employment, transfer to another department or building, or if the need for the key no longer exists.
4. Insure adjunct faculty members return keys to the department/division head who requested and re-issued them; final payroll disbursement may be held until all keys are returned to the department head.
5. Report in writing the following information to immediate supervisor and the director of campus police all incidents of lost keys.
   a. Name of individual to whom key(s) were issued
   b. Key code number
   c. Room, building or area to which the key provided access
   d. Date loss discovered and circumstances concerning the loss

TEMPORARY ISSUANCE OF KEYS

Temporary issuance of keys for emergency situations or use during special events must be approved by the director of campus police. The director of campus police will consult with appropriate administrative staff for additional approval as necessary.

TRANSFER OF KEYS

Transferring of keys from one individual to another should not occur without proper approval. A Campus Access Key Transfer Request form should be submitted with transfer information completed. Once the key transfer request form is approved and received by the campus police department, the transfer and receipt for keys may occur. The individual to whom the key was officially issued will remain the record key holder unless appropriate notification is made to campus police.

REQUEST FOR DUPLICATE KEY

Key records are checked when a request for a key is received to ensure the request is not for a key previously issued. If the requesting individual’s key record indicates that the key was previously requested and not returned, the requesting individual is notified to resolve the issue. A duplicate key cannot be issued until the original key requested is accounted for. A duplicate key may be issued if needed, but written justification for an additional issue must accompany the Campus Access Key Request form.
RETURN OF KEYS

Keys should be returned to the campus police office on the Morristown, Sevierville, or Greeneville campus. Keys may be returned to the Dean at the Claiborne campus or to the Campus Police office on the Morristown campus. It is preferable that keys be returned by the person to whom they were issued; however, exceptions may be warranted. A receipt will be written by the on-duty campus police officer or the appropriate office for return of all key(s). A copy of the receipt will be given to the individual returning keys. The keys will then be removed from the individual’s key record by the key system manager.

REQUEST FOR LOCK CHANGE, RE-KEYING

Requests to have locks changed or re-keyed must be approved by the president or campus dean. A Campus Access Lock Change/Re-Keying request form should be completed and submitted for approval. Once approved and received by the campus police department, arrangements will be made with facilities management personnel for work to be performed.

REMOVAL OF KEYS/LOCKS FROM THE MASTER SYSTEM AND LIMITED ACCESS AREAS

Due to emergency preparedness concerns it is not recommended that locks be removed from the master key system such that the building or great grand master key does not allow entry. Requests to have locks removed from the master system will require the completion of the Campus Access Lock Change/Re-Keying request form along with written justification to the president or campus dean. Approval must be received from the president of the college and/or campus dean for any area to be removed from the master key system. It is highly recommended that items of a confidential nature be locked in individual locking cabinets to limit access. Access to confidential areas or information can be further limited by the number of keys approved for issuance to the area by the department/division head. Further control can be established by the department/division head requesting and then re-issuing keys at his/her discretion.

RESPONSIBILITIES OF THE CAMPUS POLICE DEPARTMENT

Individuals who do not possess college keys and need to enter a college building may request assistance from campus police. Upon receipt of such requests, campus police personnel will make positive identification of the individual and, if appropriate, secure permission from a proper college official before providing admission to the building/area.

Officials of the college who wish to allow personnel to enter a college building/area under their authority must receive approval of the building dean and notify the director of campus police by written memo, or by e-mail, of the person’s name and the circumstances regarding the need for access. The director of campus police or his /her designee will verify approval for building/area use by the appropriate building dean or vice president. Students may not be allowed entrance to building/areas without appropriate supervision of a college official or staff member.

The campus police department is responsible for the duplication and replacement of keys. The duplication of college keys by any other person or department is prohibited. The campus police
department may duplicate college keys only upon receiving a properly prepared and approved Campus Access Key Request form signed by the appropriate approving officials. In addition, the campus police department will maintain a current record of all keys issued to all full and regular part time staff. The campus police department will maintain an electronic database with information necessary to track keys issued.

**CONTRACTORS AND CONCESSIONAIRES**

When access to college facilities is required in connection with a commercially contracted project, the director of physical plant operations will coordinate the contractor’s or concessionaire’s access requirements with the vice president for business affairs or director of campus police. After proper coordination, and subsequent to the admittance, the director of physical plant operations will insure that the contractor or concessionaire is thoroughly familiar with his/her responsibilities. Upon completion of their need for admittance, campus police personnel will visually check the area for damage or other problems before securing it.

**INDIVIDUALS NOT EMPLOYED BY THE COLLEGE**

Individuals not employed by the institution may complete and submit a Campus Access Key Request Form. The request must be approved by the vice president for business affairs and the president of the college. A written justification must also be given or accompany this request.

9/13, 9/14, 9/15
### APPROVING OFFICIALS

#### Morristown Campus, Public Safety, Five Rivers and Expo

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<thead>
<tr>
<th>Type of Key</th>
<th>Approvals</th>
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<tbody>
<tr>
<td>Great Grand Master</td>
<td>Vice President and President</td>
</tr>
<tr>
<td>Building Master</td>
<td>President or Campus Dean</td>
</tr>
<tr>
<td>Departmental Master</td>
<td>Department Head, Building Dean and Vice President</td>
</tr>
<tr>
<td>Individual Interior Doors</td>
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</tr>
<tr>
<td>Building Entrance</td>
<td>Department Head, Building Dean and Vice President</td>
</tr>
<tr>
<td>Key Transfer (Interior Keys Only)</td>
<td>Department Head, Building Dean and Vice President</td>
</tr>
</tbody>
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#### Greeneville, Sevierville and Claiborne Campuses

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<thead>
<tr>
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SECTION X

FIRE SAFETY AND FIRE SAFETY LOGS

GREENEVILLE CAMPUS HOUSING
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PURPOSE

The purpose for this general order is to establish fire safety policies in accordance with state law, TBR policy and Clery Act requirements for student housing facilities.

POLICY STATEMENT

Walters State is a community college and does not provide student housing except for housing accommodations that are provided to students attending the Basic Police Recruit School located at the Greeneville/Greene County Campus. The Basic Police Recruit School convenes four times per year for duration of eight weeks each time. The fire safety policy and regulations set forth encompass procedures to be followed by all campus and building occupants to include those limited situations where students are housed in student housing, as referenced above.

Fire alarm systems consist of audible/strobe alert systems and sprinkler/dry chemical extinguishing systems. Fire alarm systems are inspected and tested on a regular basis by Facility Management. Walters State is under close monitoring, guidance and inspection by the State Fire Marshall, as well as the local fire department, to comply with state and fire code. Campus safety officers conduct safety checks on all hand held fire extinguishers on a monthly basis to ensure that they are properly charged and ready to use. The need for replacement or charging of extinguishers is reported to and arranged by Facilities Management.
FIRE ALARMS, SPRINKLER AND DRY CHEMICAL EXTINGUISHING SYSTEMS

Fire alarms are monitored 24 hours a day, seven days per week by an answering service which will contact local police, fire department and Campus Police. The alarm itself will sound in the building and will consist of a continuous loud buzzer with a flashing strobe light. This alarm will sound when a fire is burning or is imminent in one of the buildings occupied by students, faculty and staff. As flames and heat intensify, sprinkler or halon extinguishing systems will engage to extinguish the blaze. These systems are tested annually by the Facilities Management Department. System testing is announced so as not to cause undue panic or alarm.

TESTING AND MAINTENANCE

Fire alarm and extinguishing systems are maintained by Facilities Management and tested on an annual basis. A campus fire safety log is maintained to document upkeep of the system. The campus fire safety log is included in the Campus Crime and Fire Safety Report published annually by the Campus Police department.

FIRE PREVENTION

1. Tampering with firefighting equipment or alarm systems or sending a false alarm when no emergency exists endangers occupants and damages public property. Any person suspected of tampering with equipment or alarms or sending a false alarm will be referred to the appropriate administrative authority or Campus Police for disciplinary action and/or prosecution.
2. College foyers, stair landings and hallways will be kept clear of unauthorized items such as furniture, storage containers, etc. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. No flammable liquids, candles, incense burners, open flame devices, cooking appliances or portable heating units are allowed in student housing units.
4. College employees should be cognizant of fire hazards presented by the use of coffee makers, microwave ovens and portable heating units and should ensure proper use and that such electronic items are turned off when unattended.

FIRE EVACUATION PROCEDURE

1. When the fire alarm is sounding, all students, faculty and staff should clear the building by the nearest exit and proceed to the designated evacuation rally point. Any individuals with disabilities should be assisted in exiting the building. Students, faculty and staff should stand clear unless called upon to help. Individuals are not to return to the building until the “all clear” is given.
2. In the event a fire is observed or discovered, evacuate the area and pull the nearest fire alarm.
3. From a safe location, contact Campus Police or dial 911 for local police.
4. If the fire alarm is sounding, all persons must immediately evacuate and assist in the evacuation of building occupants as appropriate. As areas are checked and cleared of occupants, and lights are turned out and doors closed.
5. Close but DO NOT LOCK DOORS as fire personnel may need to enter the area.
6. Follow evacuation plan/route for the building.
7. DO NOT USE ELEVATORS.
8. If heavy smoke is encountered direct those with you to crawl on their hands and knees to the nearest exit. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front while continuing to crawl. Try to maintain contact with a hallway wall. Follow the wall until an exit is reached.

9. After leaving the building, assemble at the designated evacuation rally point.

10. DO NOT re-enter the building, or allow anyone else to re-enter, until instructed to do so by emergency responders, Campus Police or WSCC administrative staff.

11. If the fire is directly outside the room and is preventing evacuation, do not open the door. Notify Campus Police via telephone. If possible, wet a towel or garment and place under the door. If the room has a window, direct everyone to stand nearby. Open or break the window if it becomes necessary. Evacuate quickly once the window is open, as the oxygen will fuel the fire.

12. Follow the directions of the emergency responders or Campus Police personnel regarding evacuation.

13. In the event an upper level floor is affected, assist disabled persons to the refuge area of the building or near the location of the Evacu-trac chair. Use the Evacu-trac chair to take the person down the stairs and out of the building. If training on the use of the Evacu-trac chair has not been received, notify the building coordinator or Campus Police. Ensure that someone remains with the individual until help arrives.

FIRE DRILLS

Fire drills will be conducted as part of the annual training schedule and in accordance with evacuation procedures. All incidents of unintentional/non control burn fires must be reported to the appropriate personnel (e.g., Campus Police or administration) whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of the fire extinguishers and fire alarm pull boxes in their work areas.

All employees shall be made aware of the emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, elevators are not to be used in the event of fire. In addition, fire safety procedures should be reviewed with employees.

FIRE SAFETY

Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life and damage to property. All faculty, staff and students should be knowledgeable of those elements that cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the unsafe use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms, and fire-fighting equipment are essential and is the combined responsibility of Facilities Management and Campus Police. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self-closing doors, and any special fire safety equipment.

Fires present a danger to individuals within a limited area and usually will not require action of the Emergency Operations Center unless the fire is out of control and numerous potential or actual casualties
are involved. After defining the hazard area, personnel will be notified to evacuate from buildings by the activation of the fire alarm system and should move a safe distance (at least 100 yards) away to the designated evacuation rally areas. The area should then be secured until firefighting personnel arrive. Supervisory personnel will make every effort to account for faculty, staff and students and prevent unauthorized personnel from entering the building.

Fire safety logs are made available at the following link: Annual Safety Report, are included in the Annual Safety Report (See Appendix H), and are available in the hard copy the Campus Police office and may be viewed upon request.

WHAT TO DO IN CASE OF FIRE

When the fire alarm is sounding, all students, faculty and staff should evacuate the building by the nearest exit and proceed to the designated outside rally point for the building occupied. Any individuals with disabilities should be assisted in exiting the building. Students, faculty, and staff should stand clear unless called upon to help. Do not return to the building until the all clear is given.

FIRE SAFETY LOG – GREENEVILLE CAMPUS

The institution maintains a written fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. Records of fires that occur anywhere else on campus do not have to be but can be, maintained on this log for record purposes if needed. The log may be either a hard copy or an electronic format. The fire safety log for the Greeneville campus is available in this publication (See Appendix H).

FIRE INVESTIGATION

When notified of a fire occurring on campus properties, Campus Police will immediately notify the local fire and police department. The campus/building emergency evacuation plan will be executed. When possible and after the fire is extinguished Campus Police will assist in securing the fire scene area. Upon arrival the fire department will take command and control of the scene. The local Fire Marshall and Arson Investigator will be contacted by local police and/or fire department to conduct the necessary investigation.

9/13, 9/14, 9/15
APPENDIX A

EXAMPLE OF AGENCY LETTER
January 20, 2015

Chief Roger Overholt
Morristown Police Department
P.O. Box 1283
100 W. First North Street
Morristown, Tennessee 37816-1283

Dear Chief Overholt:

I am requesting your assistance in providing crime statistics for the locations described below for the 2014 calendar year (January – December). Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), Walters State Community College Morristown Campus is required to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and/or on college controlled or affiliated property.

The criminal offenses that the campus is required to report are listed on the enclosed report form and are offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR-National Incident-Based Reporting System). In addition, statistics are needed concerning any of the listed crimes that manifest evidence of a hate crime, in addition to other crimes that manifest evidence that the victim was intentionally selected because of the victim’s race, gender, religion, sexual orientation, ethnicity/national origin or disability.

Pursuant to the Clery Act, the campus is required to report these crimes separately for a number of geographic locations. Therefore, I respectfully request the required statistics for the following locations:

**On Campus Property:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area at:

- 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813
- 1609 College Park Drive, Morristown, Tennessee 37813

Please include any crimes which occurred and were investigated by your agency on campus property that may not have been reported to or investigated by Walters State Campus Police.

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

- 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813
- 580 S. Davy Crockett Parkway, Morristown, Tennessee 37813
- 1609 College Park Drive, Morristown, Tennessee 37813
I have enclosed a “Local Crime Statistic Report Form” which may be utilized in providing the statistics that we are requesting of your agency or you may provide your own format with the needed statistics. Once crime information is received and reviewed it may be necessary to request copies of offense/incident reports if the crime occurred within close proximity or in a reportable area of the campus. Please return either the enclosed form or your preferred reporting format in the return envelope provided by **February 6, 2015**

It is also my request that anytime a crime is occurring within your community that could pose a significant threat or danger to our Morristown campus that you contact our campus police department at 423-585-6752 so that we may be able to take necessary precautions or issue Timely Warning notices.

I very much appreciate your cooperation in assisting us in complying with this federal law. If your agency is unable to supply statistics for specific geographic locations, please indicate this where specified on the enclosed form. Please return the completed form in the self-addressed stamped envelope to my office by **February 6, 2015**. If you have any questions or wish to further discuss this request, please contact me at 423-585-6762.

Sincerely,

Chief Sarah Rose,
Walters State Campus Police
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899

: Attachment – Local Crime Statistics
Local Area Crime Statistics

**Agency**: Morristown Police Department

**On Campus at**: Walters State Community College, 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

**Public Property** - Property immediately adjacent to or accessible from the property at:
- 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813
- 580 S. Davy Crockett Parkway, Morristown, Tennessee 37813

**Satellite Campus**: 1609 College Park Drive, Morristown, Tennessee 37813

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<td>Weapons Law Violations</td>
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Please specify any reports/arrests that included hate crime or bias motivation.

If unable to provide the requested information, please check below and return.

- The below indicated agency is unable to provide break down of crime statistics for specific geographic locations.
- The below agency has provided requested statistical information

Agency: Morristown Police Department

Agency Representative: __________________________ Date: ______________
APPENDIX B

U. S. DEPARTMENT OF EDUCATION CRIME STATISTICS FOR WALTERS STATE CAMPUSES
# U. S. Department of Education Required Crime Statistics for Walters State-Greeneville/Greeneville County Campus

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*Hate Crime is any offense listed above that involved hate or bias motivation.*
## U. S. DEPARTMENT OF EDUCATION REQUIRED CRIME STATISTICS FOR WALTERS STATE-MORRISTOWN/HAMBLEN COUNTY CAMPUS

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**Group A**

- Aggravated Assault: 0 0 0 0 0
- Arson: 0 0 0 0 0
- Burglary: 0 0 0 0 1
- Motor Vehicle Theft: 0 0 0 0 0
- Murder & Non-negligent Manslaughter: 0 0 0 0 0
- Negligent Manslaughter: 0 0 0 0 0
- Robbery: 0 0 0 0 0

**Group B (Report only if Hate Crimes)**

- Larceny/Theft: 0 0 0 0 0
- Simple Assault: 0 0 0 0 0
- Intimidation: 0 0 0 0 0
- Vandalism: 0 0 0 0 0

**Sexual Offenses**

- Fondling: 0 0 0 0 0
- Incest: 0 0 0 0 0
- Rape: 0 0 0 0 0
- Sexual Assault with an Object: 0 0 0 0 0
- Sodomy: 0 0 0 0 0
- Statutory Rape: 0 0 0 0 0

**VAWA Offenses**

- Dating Violence: 0 0 0 0 0
- Domestic Violence: 0 0 0 0 1
- Stalking: 0 0 0 0 0

**Disciplinary Referrals**

- Drug Violations: 0 0 0 0 0
- Liquor Law Violations: 0 0 0 0 0
- Weapons Violations: 0 0 0 0 0

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*Hate Crime is any offense listed above that involved hate or bias motivation.*
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<tr>
<td>Rape</td>
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<td>Sexual Assault with an Object</td>
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<td>Sodomy</td>
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<td>Statutory Rape</td>
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<td><strong>VAWA Offenses</strong></td>
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<td>Dating Violence</td>
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<td>Domestic Violence</td>
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<tr>
<td>Stalking</td>
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<td><strong>Disciplinary Referrals</strong></td>
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<td>Drug Violations</td>
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<td>Liquor Law Violations</td>
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<tr>
<td>Weapons Violations</td>
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</tr>
</tbody>
</table>

*Hate Crime is any offense listed above that involved hate or bias motivation.*
APPENDIX C

DAILY CRIME LOG 2014
DAILY CRIME LOG - 2014
“If you see something, say something.”
Contact Campus Police
To send anonymous crime tips to Campus Police follow this link: Crime Watch
Reporting Period: January – December

<table>
<thead>
<tr>
<th>CLAIBORNE CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ No Reported Incidents This Reporting Period</td>
</tr>
<tr>
<td>Date Reported:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Date Occurred:</td>
</tr>
<tr>
<td>Nature/Classification of Crime/Incident:</td>
</tr>
<tr>
<td>Disposition:</td>
</tr>
<tr>
<td>Reportable to:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAILY CRIME LOG - 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>“If you see something, say something.”</td>
</tr>
<tr>
<td>Contact Campus Police</td>
</tr>
<tr>
<td>Greeneville – 423-798-7961, Morristown-423-585-6752, Sevierville-865-774-5813</td>
</tr>
<tr>
<td>To send anonymous crime tips to Campus Police follow this link: Crime Watch</td>
</tr>
<tr>
<td>Reporting Period: January – December</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GREENEVILLE CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ No Reported Incidents This Reporting Period</td>
</tr>
<tr>
<td>Date Reported:</td>
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<tr>
<td>Location:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Date Occurred:</td>
</tr>
<tr>
<td>Nature/Classification of Crime/Incident:</td>
</tr>
<tr>
<td>Disposition:</td>
</tr>
<tr>
<td>Reportable to:</td>
</tr>
</tbody>
</table>
### MORRISTOWN CAMPUS

#### Case Number: 20140116110M
- **Date Reported:** 01/16/2014
- **Nature of Crime:** Theft/Purse Snatching
- **Location:** Quadrangle
- **Address:** 500 S. Davy Crockett Pkwy, Morristown, TN 37813
- **Date Occurred:** 01/16/2014
- **Time Occurred:** 10:00 a.m. - 11:10 a.m.
- **Disposition:** Unfounded-No Evidence of Criminal Act
- **Reportable to:** TIBRS: Yes, USDOE/Clery: Yes, Yes, No

#### Case Number: 201402011330M
- **Date Reported:** 02-01-2014
- **Nature of Crime:** Disorderly Conduct
- **Location:** Front entrance of R. Jack Fishman Library
- **Address:** 500 S. Davy Crockett Pkwy, Morristown, TN 37813
- **Date Occurred:** 02-01-2014
- **Time Occurred:** 1:30 - 2:30 p.m.
- **Disposition:** Misconduct-Verbal Warning
- **Reportable to:** TIBRS: Yes, USDOE/Clery: Yes, No

#### Case Number: 201402181700M
- **Date Reported:** 02-18-2014
- **Nature of Crime:** Hit and Run Vehicle Accident
- **Location:** Student Parking Lot Q
- **Address:** 500 S. Davy Crockett Pkwy, Morristown, TN 37813
- **Date Occurred:** 02-18-2014
- **Time Occurred:** 8:30 a.m. - 4:30 p.m.
- **Disposition:** Closed-Administrative Disciplinary Referral
- **Reportable to:** TIBRS: Yes, USDOE/Clery: Yes, No

#### Case Number: 201403181645M
- **Date Reported:** 03-18-2014
- **Nature of Crime:** Computer Pornography
- **Location:** Natural Science Building Rooms 123 and 201
- **Address:** 500 S. Davy Crockett Pkwy, Morristown, TN 37813
- **Date Occurred:** 03-18-2014
- **Time Occurred:** 1:00 a.m. - 1:15 p.m.
- **Disposition:** Closed-Administrative Disciplinary Referral
- **Reportable to:** TIBRS: Yes, USDOE/Clery: Yes, No

#### Case Number: 201403211638M
- **Date Reported:** 03-21-2014
- **Nature of Crime:** Missing DVD Drive from IET work station
- **Location:** Jack E. Campbell College Center 302
- **Address:** 500 S. Davy Crockett Pkwy, Morristown, TN 37813
- **Date Occurred:** 02-18-2014
- **Time Occurred:** 8:00 a.m. - 11:00 p.m.
- **Disposition:** Inactive-Awaiting further investigative leads
- **Reportable to:** TIBRS: Yes, USDOE/Clery: Yes, No
### DAILY CRIME LOG - 2014

"If you see something, say something."

Contact Campus Police

To send anonymous crime tips to Campus Police follow this link: Crime Watch

Reporting Period: January – December

#### MORRISTOWN CAMPUS

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Reported</th>
<th>Nature of Crime</th>
<th>Location</th>
<th>Address</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Disposition</th>
<th>Reportable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>201404080812M</td>
<td>04-08-2014</td>
<td>Stolen iPad</td>
<td>Student Parking Lot E</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>04-07-2014</td>
<td>5:50 p.m. - 7:30 p.m.</td>
<td>Unfounded-No Evidence of Criminal Act</td>
<td>TIBRS: Yes</td>
</tr>
<tr>
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</tr>
<tr>
<td>201404090830M</td>
<td>04-09-2014</td>
<td>Hit and Run Vehicle Accident</td>
<td>Staff/Visitor Parking Lot C</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>04-08-2014</td>
<td>7:30 a.m. - 12:30 p.m.</td>
<td>Inactive-Awaiting further investigative leads</td>
<td>TIBRS: Yes</td>
</tr>
<tr>
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</tr>
<tr>
<td>201404101700M</td>
<td>04/10/2014</td>
<td>Hit and Run Vehicle Accident</td>
<td>Student Lot Q</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>04-10-2014</td>
<td>3:26 p.m.</td>
<td>Closed-Other than by arrest</td>
<td>TIBRS: Yes</td>
</tr>
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</tr>
<tr>
<td>201410071415M</td>
<td>10-7-2014</td>
<td>Hit and Run Motor Vehicle Accident</td>
<td>Morristown Campus Student Parking Lot E</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>10-7-2014</td>
<td>2:15 p.m.</td>
<td>Closed-Administrative Disciplinary Referral</td>
<td>TIBRS: Yes</td>
</tr>
</tbody>
</table>
### MORRISTOWN CAMPUS

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Reported</th>
<th>Nature of Crime</th>
<th>Location</th>
<th>Address</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Disposition</th>
<th>Reportable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>201410231425M</td>
<td>10/23/14</td>
<td>Theft From a Building</td>
<td>Morristown Campus-MBSS Building 227</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>10/23/14</td>
<td>8:00 a.m.-2:50 p.m.</td>
<td>Unfounded-No Evidence of Criminal Act</td>
<td>TIBRS: ☑ No USDOE/Clery: ☑ No</td>
</tr>
<tr>
<td>201411041230M</td>
<td>11/04/14</td>
<td>Vehicle Vandalism</td>
<td>Morristown Campus Parking Lot R</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>11/04/14</td>
<td>8:00 a.m.-12:30 p.m.</td>
<td>Closed-Arrest</td>
<td>TIBRS: ☑ No USDOE/Clery: ☑ No</td>
</tr>
<tr>
<td>201412161130M</td>
<td>12-14-2014</td>
<td>Theft of Property</td>
<td>Jack E. Campbell College Center Building</td>
<td>500 S. Davy Crockett Pkwy, Morristown, TN 37813</td>
<td>10/06/2014</td>
<td>11:30 a.m.</td>
<td>Closed-Item Recovered</td>
<td>TIBRS: ☑ No USDOE/Clery: ☑ No</td>
</tr>
<tr>
<td>201412171251M</td>
<td>12-14-2014</td>
<td>Theft of Property</td>
<td>Residence</td>
<td>105 Nelson Street, Harrogate, TN 37752</td>
<td>12-13-2014</td>
<td>9:00 p.m.</td>
<td>Closed - Investigation turned over to Other LE</td>
<td>TIBRS: ☑ No USDOE/Clery: ☑ No</td>
</tr>
</tbody>
</table>
# DAILY CRIME LOG - 2014

“*If you see something, say something.*”

Contact Campus Police


To send anonymous crime tips to Campus Police follow this link: [Crime Watch](#)

**Reporting Period:** January – December

### SEVIERVILLE CAMPUS

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Reported</th>
<th>Nature of Crime</th>
<th>Location</th>
<th>Address</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Disposition</th>
<th>Reportable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>201404101100S</td>
<td>04/10/2014</td>
<td>Vandalism</td>
<td>Lot A</td>
<td>1720 Old Newport Hwy, Sevierville, TN 37876</td>
<td>04/10/2014</td>
<td>9:30 a.m. - 11:00 a.m.</td>
<td>Closed-Victim refused prosecution</td>
<td>TIBRS: YNo USDOE/Clery: YNo</td>
</tr>
<tr>
<td>201404301500E</td>
<td>10/09/2014</td>
<td>Assault</td>
<td>Cates/Cutshaw Hall</td>
<td>1720 Old Newport Hwy, Sevierville, TN 37876</td>
<td>10/08/14</td>
<td>6:00 p.m.-9:05 p.m.</td>
<td>Active-Joint Investigation with Other LE</td>
<td>TIBRS: YNo USDOE/Clery: YNo</td>
</tr>
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</table>

### GREAT SMOKY MOUNTAIN EXPOSITION CENTER

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Reported</th>
<th>Nature of Crime</th>
<th>Location</th>
<th>Address</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Disposition</th>
<th>Reportable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>20140301500E</td>
<td>4-30-2014</td>
<td>Escape</td>
<td>Great Smoky Mountain Exposition Center</td>
<td>1615 Pavillion Drive, White Pine, Tn 37890</td>
<td>4-30-2014</td>
<td>1:30 p.m.</td>
<td>Closed-Arrest</td>
<td>TIBRS: YNo USDOE/Clery: YNo</td>
</tr>
<tr>
<td>201408100251E</td>
<td>08-10-14</td>
<td>Public Intoxication/Disorderly Conduct</td>
<td>Great Smoky Mountain Exposition Center</td>
<td>1615 Pavillion Drive, White Pine, Tn 37890</td>
<td>08-10-14</td>
<td>1:08 – 1:10 a.m.</td>
<td>Closed-Arrest</td>
<td>TIBRS: YNo USDOE/Clery: YNo</td>
</tr>
</tbody>
</table>
### DAILY CRIME LOG - 2014

"If you see something, say something."

Contact Campus Police

To send anonymous crime tips to Campus Police follow this link: Crime Watch

**Reporting Period:** January – December

**NON-CAMPUS**

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Reported</th>
<th>Nature of Crime</th>
<th>Location</th>
<th>Address</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Disposition</th>
<th>Reportable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>201409101600M</td>
<td>09/11/14</td>
<td>Sexual Assault</td>
<td>Knoxvill</td>
<td>600 Townview Knoxville, TN 37915</td>
<td>09/03-09/04/14</td>
<td>9:00 p.m.-4:00 p.m.</td>
<td>Active-Joint Investigation with Other LE</td>
<td>TIBRS: Yes No (by Knox County) USDOE/Clery Yes No</td>
</tr>
<tr>
<td>201411071530M</td>
<td>11/07/14</td>
<td>Intimidation</td>
<td>Collegewood Apartments</td>
<td>1955 Collegewood Drive, Morristown, TN 37813</td>
<td>08/22/14</td>
<td>8:00 a.m. - 8:00 p.m.</td>
<td>Closed-Administrative Disciplinary Referral</td>
<td>TIBRS: Yes No USDOE/Clery Yes No</td>
</tr>
<tr>
<td>201412171750M</td>
<td>12/17/2014</td>
<td>Theft</td>
<td>Roadway/Intersection by Local Business (Asuka)</td>
<td>503 S. Davy Crockett Parkway, Morristown, TN 387813</td>
<td>12/17/2014</td>
<td>5:50 p.m. – 6:00 p.m.</td>
<td>Closed-Administrative Disciplinary Referral</td>
<td>TIBRS: Yes No USDOE/Clery Yes No</td>
</tr>
<tr>
<td>201412171251M</td>
<td>12-14-2014</td>
<td>Theft of Property</td>
<td>Residence</td>
<td>105 Nelson Street, Harrogate, TN 37752</td>
<td>12-13-2014</td>
<td>9:00 p.m.</td>
<td>Closed - Investigation turned over to Other LE</td>
<td>TIBRS: Yes No USDOE/Clery Yes No</td>
</tr>
</tbody>
</table>

**No Reported Incidents This Reporting Period**
TIMELY WARNING BULLETIN
POSSIBLE THREAT TO THE COLLEGE COMMUNITY

“YOUR RIGHT TO KNOW”

In compliance with the “Timely Warning Notice” provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 Campus Police are giving notice of:

<table>
<thead>
<tr>
<th>Type of Occurrence/Offense</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Number of Suspects</td>
<td></td>
</tr>
<tr>
<td>Suspect Description</td>
<td></td>
</tr>
<tr>
<td>Other Information Relevant to the Occurrence/Offense:</td>
<td></td>
</tr>
</tbody>
</table>

It can be assumed that conditions continue to exist that may pose a threat to members and guests of the community. It is the duty of the Institution to warn of possible “dangerous conditions” on or near its campus, and at affiliate organizations off campus; an “affirmative duty” exists to warn persons associated with this College of possible peril at the hands of some third party or parties. Consider carefully whether your presence at or near this area could place you in danger.

Please forward this notice to your colleagues and post it on appropriate bulletin boards in your area.

If you have any information that might be helpful in this investigation, contact Campus Police by telephone at Morristown - 423-585-6752, Greeneville – 423-798-7961, Sevierville – 865-774-5813, and Claiborne at 423-851-4778 or in person at the Campus Police office for each location. If you wish, you may provide information anonymously through “Crime Watch / Silent Witness,” at: http://www.ws.edu/student-services/campus-safety/crime-watch/
APPENDIX E

CLERY INCIDENT REPORT FORM
# CLERY INCIDENT REPORT FORM

## PURPOSE OF CLERY REPORTING

The purpose of the Clery Act is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the what, when, and where of certain reportable crimes and/or non-criminal hate motivated incidents that has occurred within one of the four reporting locations and which have been reported to a Campus Security Authority (CSA) other than the Walters State Police Department. Data collection on this form is to be used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form. All cooperating victims who do not wish to remain anonymous should be directed to the Walters State Police Department or the law enforcement agency having jurisdiction where the crime occurred. It is the policy of the Walters State Community College to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities (CSAs) can be found in the Annual Safety Report which is available at [http://www.ws.edu/student-services/campus-safety/crime-reports/](http://www.ws.edu/student-services/campus-safety/crime-reports/). For the purposes of CLERY, CSAs are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the below outlined locations.

CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for the college to satisfy the statistical reporting requirements of the Clery Act, all CSAs are required to complete this form when any of the specified offenses listed below are reported to them. A person reporting a crime shall also be encouraged to report the crime to the Campus Police Department.

## CRIME REPORT INFORMATION

<table>
<thead>
<tr>
<th>Name of CSA receiving report:</th>
<th>Date of Report:</th>
</tr>
</thead>
</table>

| Date of Incident: | Time of Incident: |

<table>
<thead>
<tr>
<th>Reporting Party:</th>
<th>Victim</th>
<th>Witness</th>
<th>Suspect</th>
<th>Other:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Victim to Offender Relationship:</th>
<th>Unknown offender (stranger)</th>
<th>Known offender (friend, classmate, acquaintance, date, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College affiliated:</td>
<td>Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alcohol, Drugs and/or Narcotics Involved:</th>
<th>Alcohol:</th>
<th>Offender</th>
<th>Victim</th>
<th>Both Offender and Victim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drugs:</td>
<td>Offender</td>
<td>Victim</td>
<td>Both Offender and Victim</td>
<td></td>
</tr>
<tr>
<td>Narcotics:</td>
<td>Offender</td>
<td>Victim</td>
<td>Both Offender and Victim</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was there a weapon involved?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes describe weapon below:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Victim Physically Injured?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe injuries below:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Was crime reported to police?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

| Police Agency Name: | Case Number: |
**LOCATION OF CRIME (CHOOSE ONE)**

- **On-Campus**: Any building or property owned or controlled by an Institution within the same reasonably contiguous geographic area and used by the Institution in direct support of, or in a manner related to, the Institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous geographic area that is owned by the Institution but controlled by another person, is frequently used by students, and supports Institutional purposes (such as food or other retail vendor).

- **On-Campus Residential**: Any student housing facility that is owned or controlled by the Institution, or is located on property that is owned or controlled by the Institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

- **Non-Campus Property**: Any building or property owned or controlled by a student organization that is officially recognized by the Institution; or any building or property owned or controlled by an Institution that is used in direct support of, or in relation to, the Institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the Institution.

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

Address where crime occurred (if known) or description of general location:

**HATE CRIME AND BIAS MOTIVATION**

Hate Crime: Any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability. Generally pertains to but is not limited to the following crimes: Intimidation, Larceny, Simple Assault and Vandalism.

Bias Motivation: a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Please indicate below if crime involved hate or bias:

- Hate Crime (Please Choose Sub-Category): Bodily Injury, Vandalism, Email, Telephone, Message, Other
- Bias/prejudice: Ethnicity, Race, Gender, Religion, Disability, Sexual Orientation, National Origin

***Choose from criminal offense(s) below and on the following pages***

**CRIMINAL OFFENSE - DEFINITIONS AND CRITERIA**

(For Clery purposes, hate crimes include any offense in any of the listed groups of crimes if evidence of hate crime criteria is present)

- **Aggravated Assault**: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in serious potential injury if the crime were successfully completed.

- **Arson**: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

- **Burglary**: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
CRIMINAL OFFENSE - DEFINITIONS AND CRITERIA (CONT.)

(For Clery purposes, hate crimes include any offense in any of the listed groups of crimes if evidence of hate crime criteria is present)

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

☐ Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

☐ Larceny-Theft
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

☐ Motor Vehicle Theft
The theft or attempted theft of motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including “joy riding.”)

☐ Murder/Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another. NOTE: deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

☐ Negligent Manslaughter
The killing of another person through gross negligence.

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

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

☐ Vandalism
To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, covering with filth, or any other such means as may be specified by local law.

SEX OFFENSES

Sex Offenses: Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity; as a result he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority (CSA). Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community altered/warned as necessary. In this regard, additional information is requested for this type of crime.

Sexual Offense: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

☐ Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
SEX OFFENSES (CONT.)

- **Incest**
  Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Rape**
  The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Sexual Assault with and Object**
  The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.

- **Sodomy**
  Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Statutory Rape**
  Non-forcible sexual intercourse with a person who is under the statutory age of consent.

DOMESTIC/DATING VIOLENCE

- **Dating Violence**
  Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

- **Domestic Violence**
  Includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

- **Stalking**
  A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

DISCIPLINARY REFERRALS

The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

- **Drug Law Violations**
  The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics – manufactured narcotics that can cause true addiction (demeral, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).
DISCIPLINARY REFERRALS (CONT.)

The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

☐ Liquor Law Violations
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

☐ Weapons Law Violation
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

GIVE BRIEF DESCRIPTION OF CRIME BELOW

For Campus Police Use:

☐ Reportable to USDOE  ☐ Not Reportable to USDOE

If not reportable explain: __________________________________________________________

Report Reviewed By: ___________________________________________ Date: ________________

***Please print, sign, and return completed form to the Director of Campus Police at the Morristown Campus***
APPENDIX F

IDENTIFIED CAMPUS SECURITY AUTHORITIES
### WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

#### ADMINISTRATION

<table>
<thead>
<tr>
<th>NAME</th>
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<tr>
<td>Wade B. McCamey</td>
<td>President</td>
<td>Morristown</td>
<td>CCEN 112</td>
<td>423-585-6772</td>
</tr>
<tr>
<td>Lori Campbell</td>
<td>Vice President</td>
<td>Morristown</td>
<td>CCEN 108</td>
<td>423-585-6933</td>
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<tr>
<td>Rosemary Jackson</td>
<td>Vice President</td>
<td>Morristown</td>
<td>CCEN 108</td>
<td>423-585-6876</td>
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<tr>
<td>Foster Chason</td>
<td>Vice President</td>
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<td>CCEN 100</td>
<td>423-585-2681</td>
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<tr>
<td>Ann Bowen</td>
<td>Assistant Vice President</td>
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<td>SSB U134</td>
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<td>Linda Roberts</td>
<td>Assistant Vice President</td>
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<tr>
<td>Marilyn Bowers</td>
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<td>MBSS 133</td>
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<td>Carla Todaro</td>
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<td>HUM 148P</td>
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<td>TECH 226C</td>
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<td>Jeffery Horner</td>
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<td>NSCI 126</td>
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<td>Matthew Hunter</td>
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<td>Drucilla Miller</td>
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<td>Tim Strange</td>
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<td>PSC 143</td>
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<tr>
<td>Jama Spicer-Sutton</td>
<td>Dean</td>
<td>Sevierville</td>
<td>MMH 100C</td>
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## WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

### ADMINISTRATION

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<td>Anita Ricker</td>
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<td>Lynnette Strickland</td>
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### WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

#### COACHES

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<tr>
<td>Mike Campbell</td>
<td>Associate Athletic Director</td>
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<td>Daniel Skirka</td>
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<td>David Shelton</td>
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<td>Sean Robinson</td>
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<td>Jarrod Payne</td>
<td>Baseball</td>
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<td>CCEN 167</td>
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<td>Stephanie Gorghis</td>
<td>Cheerleading</td>
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<td>Bill Gardner</td>
<td>Golf</td>
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<td>Bill Carlyle</td>
<td>Men’s Basketball</td>
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<td>Lashon Sheffield</td>
<td>Men’s Basketball</td>
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<td>Darrian Jones</td>
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<td>Larry Sauceman</td>
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<td>Mitch Taylor</td>
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<td>Jasmin Coleman</td>
<td>Volleyball</td>
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### WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

#### STUDENT CLUB SPONSORS – SEVIER/SEVIERVILLE CAMPUS

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<td>Jama Spicer-Sutton</td>
<td>Sevierville Collegiate Ministry</td>
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<td>Russell Noe</td>
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<td>Ashely Cody</td>
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<td>Miriam Nelson</td>
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#### STUDENT CLUB SPONSORS – TAZEWELL/CLAIBORNE COUNTY CAMPUS

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<tr>
<td>Kim Bolton</td>
<td>Claiborne Campus Ministry</td>
<td>Claiborne</td>
<td>WSCE 028</td>
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<tr>
<td>Marlin Curnutt</td>
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<tr>
<td>Olena Owen</td>
<td>Service Learning Club</td>
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<td>WSCE 106</td>
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<tr>
<td>Carl Robinson</td>
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<td>WSCE 105</td>
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# STUDENT CLUB SPONSORS – GREENEVILLE/GREENE COUNTY CAMPUS

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<td>Donna Lilly</td>
<td>Respiratory Care Club</td>
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<td>Jerry Wilhoit</td>
<td>Service Learning Club</td>
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## WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

### STUDENT CLUB SPONSORS – MORRISTOWN/HAMBLEN COUNTY CAMPUS

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<td>Holly Sayne</td>
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<td>Karate Kai Club</td>
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<td>Suzanne Stephens</td>
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<td>T. J. Kent</td>
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<td>Tommy Love</td>
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### WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

#### STUDENT CLUB SPONSORS – MORRISTOWN/HAMBLEN COUNTY CAMPUS

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<td>Ann Lowdermilk</td>
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<td>Avery Swinson</td>
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## WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

### POLICE - TAZEWELL/CLAIBORNE COUNTY CAMPUS

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<tr>
<td>Josh Ottinger</td>
<td>Police Officer</td>
<td>Claiborne</td>
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### POLICE - GREENEVILLE/GREENE COUNTY CAMPUS

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<tr>
<td>Jonathan Smelcer</td>
<td>Police Officer</td>
<td>Greeneville</td>
<td>WSGC 120</td>
<td>423-798-7961</td>
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<tr>
<td>Jordan Helton</td>
<td>Police Officer</td>
<td>Greeneville</td>
<td>WSGC 120</td>
<td>423-798-7961</td>
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### SAFETY OFFICER - GREENEVILLE/GREENE COUNTY CAMPUS

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<td>Kenneth Backberg</td>
<td>Safety Officer</td>
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# WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

## PUBLIC SAFETY - GREENEVILLE/GREENE COUNTY CAMPUS

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<td>Greeneville</td>
<td>WSGC 300</td>
<td>423-798-7967</td>
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## WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

### POLICE - MORRISTOWN/HAMBLEN COUNTY CAMPUS

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<tr>
<td>Sarah Rose</td>
<td>Director of Campus Police,</td>
<td>Morristown</td>
<td>WIC 102</td>
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<td>Edna Burnett</td>
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<td>WIC 100</td>
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<td>Jack Everhart</td>
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<td>Jeremy Nash</td>
<td>Police Officer</td>
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<td>Roy Rucker</td>
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<td>Travis Surber</td>
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<td>Todd White</td>
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WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

PUBLIC SAFETY - MORRISTOWN/HAMBLEN COUNTY CAMPUS

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<td>PSC 143</td>
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<tr>
<td>Chad Bryant</td>
<td>Public Safety</td>
<td>Morristown</td>
<td>PSC 118</td>
<td>423-585-2677</td>
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<td>John Reeves</td>
<td>Public Safety</td>
<td>Morristown</td>
<td>PSC 119</td>
<td>423-585-2669</td>
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SAFETY OFFICER - MORRISTOWN/HAMBLEN COUNTY CAMPUS

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<tr>
<td>Thomas Williams</td>
<td>Safety Officer</td>
<td>Morristown</td>
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## WALTERS STATE COMMUNITY COLLEGE CAMPUS SECURITY AUTHORITIES

### PUBLIC SAFETY – SEVIERVILLE/SEVIER COUNTY CAMPUS

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<tr>
<td>Donald Dennis</td>
<td>Sergeant</td>
<td>Sevierville</td>
<td>MMH Lobby</td>
<td>865-774-5813</td>
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<tr>
<td>John Holmes</td>
<td>Police Officer</td>
<td>Sevierville</td>
<td>MMH Lobby</td>
<td>865-774-5813</td>
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APPENDIX G

CAMPUS SECURITY AUTHORITY TRAINING
Appendix G – Campus Security Authority Training

Walters State Community College

Jeanne Clery Campus Security Policy and Crime Statistics Disclosure Act

Campus Security Authority Training

When in Doubt, Report It!

Provided by: Chief Sarah Rose, Director of Campus Police

Introduction

This training is intended to provide information regarding why you are considered a “Campus Security Authority” (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and to explain your obligation to report crimes to the Campus Police Department for inclusion within WSCC’s Annual Security Report (ASR).
Background: The Clery Act

- The Clery Act is the result of the efforts of Connie and Howard Clery, who lost their daughter, Jeanne Clery, to a violent crime on April 5, 1986.

- Jeanne Clery was a freshman at Lehigh University when she was beaten, raped, and murdered in her dormitory room.

- Jeanne's assailant was another Lehigh student who murdered Jeanne during his attempt to commit robbery as she slept. They did not know each other.

- Her school had not informed students or parents about 38 violent crimes that had occurred on campus in the three years preceding her murder.

Background: The Clery Act

The Clery Act is now a federal law that requires both public and private colleges and universities that receive federal funding to compile, publish, and distribute their campus safety policies and crime statistics for the campus and surrounding areas annually.

Violations of the act can result in fines from the U.S. Department of Education that can be as much as $37,000 per violation.
Who is a Campus Security Authority?

The Clery Act (and its accompanying guidance from the Department of Education) considers certain personnel members at colleges and universities to be Campus Security Authorities (CSA).

A Campus Security Authority is defined as:

1) Any member of a campus police and safety department of an institution.

2) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

Who is a Campus Security Authority?

4) An official of an institution who has significant responsibility for student and campus activities, including (but not limited to) student housing, student discipline, and campus judicial proceedings.

An official is further defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
Who is NOT considered a Campus Security Authority?

Pastoral counselor - A person who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor - A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Who is a Campus Security Authority at WSCC?

- Administration

- Athletics: Department Director; all Team Coaches (Head, Assistant, full-time, and part-time); and all physical-fitness instructors, trainers, and trainer-volunteers

- Student Club Sponsors

- WSCC’s Campus Police and Safety Department: All full-time, temporary part time, and safety personnel
Appendix F – Campus Security Authority Training

What are my responsibilities as a CSA?

Under the Clery Act, a crime is considered “reported” when it is brought to the attention of local or campus law enforcement or safety personnel or a campus security authority (CSA) by a victim, witness, third party, or even the offender. Therefore:

- *If someone tells you about a crime, or an incident that may be a crime, you must record the information and submit a report to the WSCC Police Department as soon as possible.*

- *All reports of Clery Act violations that you as a CSA conclude are made in good faith (i.e., you have a reasonable basis for believing that the information is not simply rumor/hearsay) should be forwarded to the campus police office on the Morristown campus.*

What are my responsibilities as a CSA?

If you are uncertain whether a report made to you is valid, or unsure of your duties regarding which specific acts to report, just remember one simple rule:

“When in doubt, report it!”
Examples of when a CSA is required to report a crime

- A coach receives a report about a sexual assault or any other crime (from a student athlete, student non-athlete, or other individual) whether it happened on or off campus.

- The Vice President of Student Affairs receives a referral from a faculty advisor regarding an alleged drug violation that he/she becomes aware of through a member of his/her student organization.

- A safety officer receives a report about an alleged robbery.

Examples of when a CSA is required to report a crime

- A student club sponsor receives information of a burglary that occurred on campus property.

- The Director of Athletics receives a report of a sexual assault from the parent of the victim involving one of his/her athletes who may be the perpetrator.
What crimes do I need to report?

- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary for an injury to result when a gun, knife, or other deadly weapon is used in the commission of the crime.

- **Arson** – Any willful or malicious burning of (or attempt to burn) a dwelling house, public building, motor vehicle/aircraft, personal property of another, etc., with or without intent to defraud.

What crimes do I need to report?

- **Burglary** – The unlawful entry to a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
What crimes do I need to report?

**Dating Violence** - (TCA 36-3-601) Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to,

- Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means,
- Placing the accuser in fear of physical harm,
- Physical restraint,
- Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
- Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.

What crimes do I need to report?

**Domestic Violence** - (TCA 36-3-601) Violence against a person when the accuser and accused:

- are current or former spouses;
- live together or have lived together;
- are related by blood or adoption;
- are related or were formally related by marriage; or,
- are adult or minor children of a person in a relationship described above.

Domestic violence includes, but is not necessarily limited to:

- inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
- placing the accuser in fear of physical harm;
- physical restraint;
- malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
- placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
What crimes do I need to report?

- **Disciplinary Referrals** – incidents in which a student may not be arrested but can be referred for campus disciplinary action for liquor law violations, drug law violations, and/or illegal weapons possession.

- **Hate Crimes** – Any crime which manifests evidence that the victim was intentionally selected because of his/her actual or perceived race, religion, gender, sexual orientation, ethnicity, or physical/mental disabilities.

What crimes do I need to report?

- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by people not having lawful access even when the vehicles are later abandoned (e.g., joyriding).

- **Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

- **Negligent Manslaughter** – The killing of another person through gross negligence.

- **Robbery** – The taking of (or the attempt to take) anything of value from the care, custody, or control of a person by force, threat of force, violence, and/or putting the victim in fear.
What crimes do I need to report?

- **Liquor, Drug, and Weapons Law Violations** – incidents that are in violation of state and/or local ordinances regarding these items/materials.

- **Sex Offenses** - Any sexual act directed against another person without consent or when they are incapacitated due to intoxication from drugs or alcohol:
  - Fondling
  - Incest
  - Rape
  - Sexual Assault with an Object
  - Sodomy
  - Statutory Rape

What crimes do I need to report?

- **Stalking** - (TCA 39-17-315) Stalking is a willful course of conduct involving repeated or continuing harassment of an individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
How do I report a crime to WSCC Police?

CSAs should use WSCC’s CSA Report Form, available on the Campus Safety website at:

Completing the CSA report form

- Be sure to indicate “When the incident or crime occurred” and “When it was reported to you.”

- Note the correct location
  The college reports crime statistics at all Walters State Community College locations. Each of the following locations are included in our Annual Safety Report:

  - WSCC Tazewell/Claiborne Campus
  - WSCC Greeneville Campus
  - WSCC Morristown Campus
  - WSCC Sevierville Campus
  - WSCC Expo Center – White Pine
Completing the CSA report form

- Write a brief description of the incident...even incomplete information should be included.
- You do not have to know the classification of the act, just indicate the crime that seems most likely or possible.
- You do not have to prove what happened or determine guilt or innocence.
- You are not supposed to find the perpetrator(s).
- WSCC campus police will make the final determination and classify the incident.

**Remember:** “When in doubt, report it!”

---

Completing the CSA report form

- The form includes special questions in the areas of sex offenses, hate crimes and alcohol/drug violations. These are to be completed to the best of your knowledge.

**Remember, once you are notified of a crime, you must submit a CSA report form even if the reporting party does not want to file an official report with WSCC's campus police department or the local police department.**

“When in doubt, report it!”
Submitting the CSA report form

- Do not delay in turning in the form to WSCC campus police.
- Do not discourage victims from filing an official crime report.
- Do not take investigatory or disciplinary matters into your own hands.
- In cases of sexual assault, refer the person making the complaint to WSCC campus police or the counseling office for additional information regarding available resources and services.
- For any questions regarding the form, please contact Sarah Rose, Director of Campus Police, Emergency Preparedness, and Safety Survey Administrator at: (423-585-6762, sarah.rose@ws.edu)

Options for Victims of Sexual Offenses

Victims of sexual offenses should be encouraged to take some sort of action. They have several options available to them:

- They may pursue campus disciplinary charges against the offender.
- They may pursue criminal charges against the offender.
- They may pursue BOTH campus disciplinary and criminal charges (processes take place separately and independently).
- They may report the assault but choose not to pursue charges...if this is the case, an order of protection can still be put into place to protect the victim from the offender.
- Remember, victims also have the right to not report the offense or pursue charges.
Questions?

- For questions specific to WSCC, contact Chief Sarah Rose, Director of Campus Police and Emergency Preparedness and Safety Administrator (423-585-6762, sarah.rose@ws.edu)

- Learn more about the Clery Act at: www.securityoncampus.org

- For explanations of Clery Act Regulations: http://www2.ed.gov/admins/lead/safety/campus.html
### WALTERS STATE COMMUNITY COLLEGE

Campus Fire Log for Residential Facilities

**Calendar Year 2014**

Residential Facility: WSCC Greeneville Campus, 215 North College Street, Greeneville, Tennessee 37743

- **No Reported Incidents This Reporting Period**

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<th>Time Occurred</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
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## WALTERS STATE COMMUNITY COLLEGE

### Campus Fire Safety Inspection/Testing Log

**Calendar Year 2014**

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<td>Commercial Building Systems</td>
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*Fire safety inspection/testing logs for the most recent 60 day period must be open to public inspection, upon request, during normal business hours. This also includes the media.*

WSPD-2014