Walters State Community College

Annual Safety Report

Crime Statistics and Fire Safety Report

Prepared By: Chief Sarah Rose
Walters State Campus Police
October 1, 2013
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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 part 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 (ASR) report 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 assist the Campus Safety Administrator in leading the college in 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 within or immediately adjacent to and 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/
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EMERGENCY NUMBERS, CAMPUS INFORMATION LINES, AND OTHER REQUIRED INFORMATION
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<td>All Campuses</td>
<td>Local Police/Sheriff</td>
<td>911</td>
</tr>
<tr>
<td>Claiborne</td>
<td>Campus Police</td>
<td>423-851-4778</td>
</tr>
<tr>
<td>Greeneville</td>
<td>Campus Police</td>
<td>423-798-7961</td>
</tr>
<tr>
<td>Morristown</td>
<td>Campus Police</td>
<td>423-585-6752</td>
</tr>
<tr>
<td>Sevierville</td>
<td>Campus Police</td>
<td>865-774-5813</td>
</tr>
</tbody>
</table>

### CAMPUS INFORMATION LINES

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Department/Line</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claiborne</td>
<td>Campus Information Line</td>
<td>423-626-6200</td>
</tr>
<tr>
<td>Greeneville</td>
<td>Campus Information Line</td>
<td>423-798-7945</td>
</tr>
<tr>
<td>Morristown</td>
<td>Campus Information Line</td>
<td>1-800-225-4770</td>
</tr>
<tr>
<td>Sevierville</td>
<td>Campus Information Line</td>
<td>865-774-5800</td>
</tr>
</tbody>
</table>
# REQUIRED INFORMATION

## NUMBER OF UNDERGRADUATE AND GRADUATE STUDENTS ENROLLED:

<table>
<thead>
<tr>
<th>Term</th>
<th>Graduate FTE</th>
<th>Undergraduate FTE</th>
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</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>0</td>
<td>4,808</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>0</td>
<td>4,578</td>
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<tr>
<td>Fall 2012</td>
<td>0</td>
<td>4,412</td>
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</tbody>
</table>

## NUMBER OF UNDERGRADUATE AND GRADUATE STUDENTS LIVING IN STUDENT HOUSING - GREENEVILLE CAMPUS:

<table>
<thead>
<tr>
<th>Term</th>
<th>BPRS Graduate Housing</th>
<th>BPRS Undergraduate Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>0</td>
<td>75</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>0</td>
<td>80</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>0</td>
<td>92</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>BPRS Graduate Housing</th>
<th>BPRS Undergraduate Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>0</td>
<td>80</td>
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<tr>
<td>Spring 2011</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>0</td>
<td>70</td>
</tr>
</tbody>
</table>

## NUMBER OF NON-STUDENT EMPLOYEES WORKING ON WALTERS STATE CAMPUSES:

<table>
<thead>
<tr>
<th>Term</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>284</td>
<td>261</td>
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<tr>
<td>Fall 2011</td>
<td>267</td>
<td>287</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>257</td>
<td>292</td>
</tr>
</tbody>
</table>
CLERY ACT DISCLOSURE

General Order: 800.00

Office or individual responsible:

- Walters State Campus Police Department
  Chief Sarah Rose,
  Director of Campus Police and Emergency Preparedness

- Cleary Compliance Sub-committee
- College Emergency Management Response Team

Location where documentation kept:

- Walters State Community College Policy and Procedures


Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

This policy is to establish guidelines for Clery Act disclosure, compiling, publishing and distribution of the annual safety report (ASR).

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:

- 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

- 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

- Provide timely warning notices of those crimes that have occurred which pose an ongoing threat to students and employees
• Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus

• Disclose in a public 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

• 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 Compliance sub-committee and updated and published annually (See figures 1 and 2). All records in support of the ASR will be maintained by campus safety administrator or be made accessible to the safety administrator as needed. Policy 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: Annual Safety Report
Figure 1
College Emergency Response Management Team
CLERY ACT COMPLIANCE SUB-COMMITTEE

Figure 2
Clery Act Compliance Sub-Committee
PURPOSE

The purpose for the campus geography policy is to accurately determine campus areas where reportable Clery crimes may occur.

POLICY

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

- Where the crimes occurred
- To whom the crimes were reported
- The types of crimes that were reported, and
- 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 applies to Walters State properties:

**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 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).
Non-Campus – 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 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.

Other Locations – 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.

Walters State campus properties and locations may be referenced in Table 1 and in Figures 3-11.

DEFINITIONS

The following terms were used to appropriately identify campus geography:

Controlled by – this 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.

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

Reasonably contiguous – this 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.

Directly support, or related to, the institution's education purposes – this refers to the function of the building or property.

Space versus program agreements – agreements written for the program and not the physical space such as relates to internships and clinical agreements.
## CAMPUS GEOGRAPHY LIST FOR WALTERS STATE COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Campus/Building(s)</th>
<th>Geography Category</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptist Collegiate Ministries</td>
<td>Public</td>
<td>580 S. Davy Crockett Parkway, Morristown, TN 37813</td>
</tr>
<tr>
<td>Claiborne Campus</td>
<td>On-Campus</td>
<td>1325 Claiborne Street, Tazewell, TN 37879</td>
</tr>
<tr>
<td>East Tennessee Regional Public Safety Center</td>
<td>Satellite Campus</td>
<td>1609 College Park Drive, Morristown, TN 37813</td>
</tr>
<tr>
<td>Greeneville Campus</td>
<td>Satellite Campus</td>
<td>215 North College Street, Greeneville, TN 37743</td>
</tr>
<tr>
<td>Greeneville YMCA</td>
<td>Non-Campus</td>
<td>404 Y Street, Greeneville, TN 37743</td>
</tr>
<tr>
<td>Great Smoky Mountain Exposition Center</td>
<td>Satellite Campus</td>
<td>1615 Pavilion Drive, White Pine, TN 37890</td>
</tr>
<tr>
<td>Morristown Campus</td>
<td></td>
<td>500 S. Davy Crockett Parkway, Morristown, TN 37813</td>
</tr>
<tr>
<td>Baseball Complex</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Campus Police</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Clifford &quot;Bo&quot; Henry Center for Business and Technology</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Doggett Math &amp; Behavioral/Social Science</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Facilities Management Building</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Facilities Management Storage Buildings</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Greenhouse</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Jack E. Campbell College Center</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Jack Stewart Racquetball Courts</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Judge William H. Inman Humanities Complex</td>
<td>On-Campus</td>
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</tr>
<tr>
<td>McGuffin-Jolley Natural Science Building</td>
<td>On-Campus</td>
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<td>Physical Education Annex</td>
<td>On-Campus</td>
<td></td>
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<tr>
<td>R. Jack Fishman Library</td>
<td>On-Campus</td>
<td></td>
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<tr>
<td>Softball Complex</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Student Services Building</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Theatre Lab</td>
<td>On-Campus</td>
<td></td>
</tr>
<tr>
<td>Sevierville Campus</td>
<td></td>
<td>1720 Old Newport Highway, Sevierville, TN 37876</td>
</tr>
<tr>
<td>Cates-Cutshaw Hall</td>
<td>Satellite Campus</td>
<td></td>
</tr>
<tr>
<td>Conner-Short Center</td>
<td>Satellite Campus</td>
<td></td>
</tr>
<tr>
<td>Maples-Marshall Hall</td>
<td>Satellite Campus</td>
<td></td>
</tr>
</tbody>
</table>

*Table 1*

*Campus Geography for Walters State Community College*
Section II – Campus Geography

BAPTIST COLLEGIATE MINISTRIES
580 S. Davy Crockett Parkway, Morristown, TN 37813

Category: Public Property

Figure 3
Public Property: Baptist Collegiate Ministries
CLAIBORNE/TAZEWELL CAMPUS

1325 Claiborne Street, Tazewell, Tennessee 37879

Category: On-Campus Property

Figure 4
On-Campus Property – Claiborne/Tazewell Campus
EAST TENNESSEE REGIONAL PUBLIC SAFETY CENTER - MORRISTOWN

1609 College Park Drive, Morristown, Tennessee 37813

Category: Satellite Campus Property

Figure 5
Satellite Campus Property – East Tennessee Regional Public Safety Center
GREAT SMOKY MOUNTAIN EXPOSITION CENTER

1615 Pavilion Drive, White Pine, TN  37890

Category: Satellite Campus Property

Figure 6
Satellite Campus Property – Great Smoky Mountain Exposition Center
GREENEVILLE/GREENE COUNTY CAMPUS

215 North College Street, Greeneville, Tennessee 37843

Category: Satellite Campus Property

Figure 7
Satellite Campus Property – Greeneville Campus
GREENE COUNTY YMCA

404 Y Street, Greeneville, Tennessee  37745-6243

Category: Non-Campus Property

Figure 8
Non-Campus Property – Greene County YMCA
MORRISTOWN/HAMBLEN COUNTY CAMPUS

500 S. Davy Crocket Parkway, Morristown, Tennessee 37813

Category: On Campus Property

Figure 9
On Campus Property – Morristown/Hamblen County Campus
CAMPUS HOUSE

519 Sycamore Street, Morristown, Tennessee  37813

Category: On Campus Property
SEVIERVILLE CAMPUS

1720 Old Newport Highway, Sevierville, Tennessee  37876

Category: Satellite Campus Property

Figure 11
Satellite Campus Property – Sevierville Campus
SECTION III

CRIME STATISTICS

COLLECTION, REPORTING, AND MAINTAINING
COLLECTION AND REPORTING OF CRIME DATA

General Order: 800.02

Office or individual responsible:
- Walters State Campus Police Department
  Director of Campus Police and Emergency Preparedness
- Clery Compliance Sub-committee
- College Emergency Response Management Team

Location where documentation kept:

Date approved/effective: September 23, 2013

Review Frequency: Annually

Date policy and procedure last updated: September 2013

PURPOSE

The purpose for this directive is to establish proper 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 police, local police or a designated Campus Security Authority 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 STATISTICAL 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 Hierarch 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 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](http://www.tbi.state.tn.us/tn_crime_stats/stats_analys.shtml)

**“CLERY ACT” CRIME STATISTIC CATEGORIES**

The Clery Act requires that our institution disclose three general categories of crime statistics:

1. **Criminal Offenses:**
   - Aggravated assault
   - Alcohol/liquor violations
   - Arson
   - Burglary
   - Destruction/damage/vandalism of property
   - Domestic / Dating Violence / Stalking
   - Motor vehicle theft
   - Murder and non-negligent manslaughter
   - Robbery
   - Sex offenses (forcible and non-forcible)

**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.

**Arrests for Referrals for Disciplinary Action:** 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.

**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 if the information must be 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 building or property, or
- On public property adjacent to the campus
Criminal Offense Definitions and Criteria

Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.

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

GROUP A - CRIMINAL OFFENSES

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.

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).

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).

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.”)
GROUP A - CRIMINAL OFFENSES (CONT.)

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.

SEX OFFENSES / FORCIBLE

**Forcible 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.

Forcible 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).

Forcible 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.

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.

Forcible 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 / NON-FORCIBLE**

*Non-Forcible Sexual Offense* is unlawful, non-forcible sexual intercourse.

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

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

**DISCIPLINARY REFERRALS**

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

- Drug abuse violations; and
- Liquor law violations
- 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.

*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.

**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).

**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 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.
## DOMESTIC VIOLENCE AND DATING VIOLENCE

<table>
<thead>
<tr>
<th>Violent Act</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dating Violence</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Domestic Violence</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Stalking</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

### GROUP B-CRIMINAL OFFENSES

*(Report group B only if the below crimes are motivated by hate or bias)*

<table>
<thead>
<tr>
<th>Violent Act</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destruction/damage/vandalism of property</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Larceny</strong></td>
<td>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</td>
</tr>
<tr>
<td><strong>Simple Assault</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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).
## MAINTENANCE OF THE DAILY CAMPUS CRIME LOG

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.03</th>
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<tbody>
<tr>
<td>Walters State Campus Police Department</td>
<td></td>
</tr>
<tr>
<td>Chief Sarah Rose, Director of Campus Police and Emergency Preparedness</td>
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<tr>
<td>Office or individual responsible:</td>
<td>Cleary Compliance Sub-committee</td>
</tr>
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<td></td>
<td>College Emergency Management Response Team</td>
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<tr>
<td>Date approved/effective:</td>
<td>September 23, 2013</td>
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<td>Frequency of Review:</td>
<td>Annually</td>
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<td>Last Updated:</td>
<td>September 2013</td>
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### PURPOSE

The purpose of this directive is to establish policy and procedure relative to maintaining a daily campus crime log. The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus police department. Crime log entries include all crimes reported to the campus police department for the required geographic locations, not just Clery Act crimes. The crime log discloses specific information about criminal incidents, not crime statistics. The log is designed to disclose crime information on a more timely basis than the annual statistical disclosures.

### 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 another 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, for instance “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:

- The date the crime was reported
• The date and time the crime occurred
• The nature of the crime
• The general location of the crime
• 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”. The only exceptions to this are:

• If the disclosure is prohibited by law; or
• If the disclosure would jeopardize the confidentiality of the victim

If the disposition of a crime log data entry changes after 60 days, it is not required that the disposition be updated.

Information may temporarily be withheld from the entry only if there is clear and convincing evidence that the release of information would:

• Jeopardize an ongoing investigation
• Jeopardize the safety of an individual
• Cause a suspect to flee or evade detection; or
• Result in the destruction of evidence

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.

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.

More than one person at each campus site will be trained to maintain and update the crime log.

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, and included in the Annual Safety Report (See Appendix G).
SECTION IV

EMERGENCY PREPAREDNESS
EMERGENCY PREPAREDNESS

General Order Number: 800.04

Office or individual responsible:
Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:

Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

This policy is to establish protocol relative to Emergency Preparedness and Emergency Message Notifications.

POLICY

Walters State Community College has a campus wide emergency preparedness plan that serves as the comprehensive policy that covers the many aspects of preparedness for the institution. The director of Campus Police is the designated safety administrator and leads the institution in emergency planning. The emergency plan/policy specifically designates College Emergency Response Management Team (CERMT) and College Emergency Response Team (CERT) participates in emergency planning and formulating the Building Emergency Action Plan 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 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.
COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.05</th>
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| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
|                     | Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

PURPOSE

The purpose for this policy is to define the function and operation of the College Emergency Response Team (CERT).

POLICY

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 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 10.
Figure 12
Executive Policy Group Organizational Chart
CERM T ORGANIZATIONAL STRUCTURE

Although, all support staff, department heads and administrative staff are required to be familiar with the college’s Emergency Preparedness Plan, members of the College Emergency Response Management Team (CERM T) may have special designations and associated responsibilities during an actual event. Figure 11 shows the organizational chart for the College Emergency Response Management Team.
COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM ORGANIZATIONAL CHART

Figure 13
CERMT Organizational Chart
Section IV – Emergency Preparedness

CERMT RESPONSIBILITIES

Critical incidents and 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:

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

- 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.

- 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 and maintain communications with on-scene incident command.

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

- 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.

- 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.

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

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.
COLLEGE EMERGENCY RESPONSE TEAM

General Order: 800.06

Office or individual responsible:
- Walters State Campus Police Department
  - Chief Sarah Rose,
    Director of Campus Police and Emergency Preparedness
- Cleary Compliance Sub-committee
- College Emergency Management Response Team

Location where documentation kept:
- Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose of this directive is to establish policy responsibilities of the College Emergency Response Team (CERT).

POLICY

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 12). Activation of Building Emergency Action Plans will be executed by 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:

- Director of Campus Police and Emergency Preparedness
  - Campus Police Staff
  - Local Emergency Responders
CERT COORDINATOR ROLES AND RESPONSIBILITIES

In order to effectively execute the emergency preparedness plan campus wide or in a particular building, it is necessary that members of the College Emergency Response Team (CERT) assist in executing Building Emergency Action Plans. The CERT team members are appointed in the following manner:

- The president appoints the Primary Building Coordinator

The Primary Building Coordinator is responsible for training building staff with regard to the building emergency action plan and will appoint the following team members:

- Secondary Building Coordinator
- Secondary Building Coordinator Designee
- Primary Floor Coordinators

The Primary floor coordinators are responsible for being familiar with the building emergency action plan and will appoint the following team members:

- Primary floor coordinator designee
- Secondary floor coordinator
- Secondary floor coordinator designee
- Area Coordinators
- Area Coordinator Designees
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.

- In the absence of both the primary building coordinator and the primary building coordinator designee the secondary building coordinator assumes responsibility for executing the building emergency action plan.

- In the absence of the primary building coordinator, primary building coordinator designee and secondary building coordinator, the secondary building coordinator designee is responsible for 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.

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 direct building occupants to the appropriate outside evacuation rally point or inside relocation area and check and clear assigned building areas, close doors and turn out lights to indicate the areas have been checked.

- 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 or floor coordinator designees are notified that all areas have been cleared, the floor coordinator or designee will communicate with the primary building coordinator or 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 or inside relocation area to account for building staff and await further instruction.

• In the event of lock down all team members will comply with lock down instructions.

• 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 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.

• Primary and secondary building coordinators, 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:
  
  o National Incident Management System/Incident Command System (NIMS/ICS)
  o Emergency Radio
  o CPR/AED
  o Evac-u-trac chair
  o Fire extinguishers
COLLEGE EMERGENCY RESPONSE TEAM ORGANIZATIONAL CHART

Figure 14
College Emergency Response Team Organizational Chart
INITIAL INCIDENT RESPONSE

General Order 800.07

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible: Cleary Compliance Sub-committee
College Emergency Management Response Team

Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose for this policy is 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

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, or the College Emergency Response Team have the authority, granted by the president of the college, to activate the Emergency Preparedness Plan. 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 and the College Emergency Response Team 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:

- Institutional operations, such as life safety, security, liability and infrastructure.
- 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:

- Affects the life safety of employees, students and visitors
- Results in disruption of some or all business operations
- May be considered a crime
- 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:

- Go room to room in assigned area.
- Knock to make presence known if door is locked.
- Check restrooms stall by stall.
- Report to floor coordinator/designee when area is cleared.
- Proceed to lead groups to designate 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:

- 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. Building deans should report anyone who cannot be accounted for to the primary building coordinator.

- 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.

- The building dean should report any absences, if known, to the primary building coordinator.

- Using the recommended personnel checklist, primary building coordinators are responsible for accounting for all campus emergency response members assigned to their building.

- Using the recommended personnel checklist, floor coordinators are responsible for accounting for all secondary coordinators and designees and area coordinator and designees.
• 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.

• Campus Police will provide this information to rescue personnel and the College Emergency Response Management Team.

• 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.

• Employee status will be communicated to Campus Police so that rescue efforts may be appropriately directed or redirected.
EVACUATION

General Order: 800.08

Office or individual responsible: 
Walters State Campus Police Department 
Chief Sarah Rose, 
Director of Campus Police and Emergency Preparedness 
Cleary Compliance Sub-committee 
College Emergency Management Response Team

Location where documentation kept: 
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013
Frequency of Review: Annually
Last Updated: September 2013

PURPOSE

The purpose for this policy is to provide guidance for evacuation of buildings during emergency situations.

POLICY

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

PROCEDURE TO FOLLOW DURING ACTIVATION OF FIRE ALARM

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:

- Assist staff/students/guests in your area with evacuation.
- Check your area to make sure everyone is out.
- Close doors (Do Not Lock) as you exit to indicate the area has been checked and cleared.
- Proceed, via nearest exit, to the evacuation rally point located outside the building.
- Do not return to the building unless instructed to do so.
RELOCATION

General Order 800.09

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team


Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose for this policy is to provide guidance for the relocation of individuals to an area of the building that has been designated to provide better coverage and protection away from windows and exterior doors.

POLICY

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. Remain in this position and await 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.
# LOCKDOWN

<table>
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<th>General Order</th>
<th>800.10</th>
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| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness  
Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

## PURPOSE

The purpose for this policy is to establish an appropriate campus and individual response to active shooters or other hybrid targeted violence (HTV).

## PROCEDURE TO FOLLOW DURING LOCKDOWN

*The instructions in this section are specific procedures for faculty, student, staff, and visitors in response to an active shooter or hybrid targeted violence (HTV) scenario.*

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 important 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.

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

- Remain as calm as possible. Try to keep others around you calm as well.
- If possible, call 911 to report the incident and alert Campus Police.
• 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.

• Secure the immediate area by:
  o Locking or barricading the door. Block the door using whatever is available.
  o After securing the door, stay behind a solid object and away from the door as much as possible.
  o If the shooter enters your room and leaves, lock and barricade the door behind his/her.
  o If safe to do so, allow others to seek refuge with you.

• Protective Actions: Take appropriate steps to reduce your vulnerability, such as:
  o Close blinds, block windows, turn off radios, and computers.
  o Silence cell phones and place signs in windows; but remember the attacker may see these as well.
  o Place signs in exterior windows identifying location and injured.
  o Keep calm and quiet.
  o After securing the room, people should be positioned out of sight and behind items that may offer protection.

• Unsecured areas: If you find yourself in an open area, immediately seek protection by:
  o Putting something between you and the assailant.
  o Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
  o If in doubt, find the safest areas available and secure it the best way you can.

• Provide situational intelligence. 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:
  o What is happening.
  o Where you are located, including the building name and room number.
  o Injuries, if any, including the number of injured and types of injuries.
  o Your name and other information requested.

• 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.

• What to do if faced with an assailant actively shooting or aggressively attacking people:
  o Look for improvised weapons – chairs, fire extinguishers, tables, phones, etc.
  o Attack the attacker with multiple people as aggressively and as forcibly as possible.
  o 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.
  o Call police. **DO NOT HAVE WEAPONS IN YOUR HANDS WHEN THE POLICE ARRIVE!**

• WSCC police will immediately respond to the area once notified.
  o Police will pass by injured persons until the active threat is neutralized.
  o Remain in secure area until instructed otherwise.
○ You may be instructed to place your hands on your head; while evacuating, follow all police instructions.
○ You may be searched.

**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.
SHELTER-IN-PLACE

General Order 800.11

Walters State Campus Police Department
Chief Sarah Rose, Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:
Walters State Community College Policy and Procedures

Location where documentation kept:
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose for this policy is to provide guidance relative to sheltering-in-place. Sheltering in place means staying inside whatever building 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.

POLICY

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

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

Should sheltering-in-place become necessary, information will be provided via the emergency message system.

Students and staff will close a
PROCEDURE TO FOLLOW WHEN SHELTERING-IN-PLACE

Sheltering in place provides a degree of protection during extreme situations. When information is received students and staff will take the following actions depending on circumstances:

If situation involves toxic chemical release:

- Remain in, or move to, an indoor area, classroom, office or other work area that can provide a barrier
- Close all windows and doors and keep them closed, do not exit the area
- Facilities management will turn off all heating and cooling air transfer systems
- Remain in the area and await further instructions

If the situation involves matters of violence:

- Follow previous procedure for lockdown
EVENING OPERATIONS

General Order 800.12

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

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

EVENING OPERATIONS

(In all situations where Campus Police cannot be contacted, call local emergency dispatch by dialing 911. Steps should be taken to evacuate, relocate, or lock down or shelter-in-place as appropriate.)

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, on duty campus police officers will activate the Emergency Message System for the building/campus affected. Faculty and staff should then activate the emergency preparedness plan 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 Emergency Preparedness Plan for the building
occupied and to be prepared to initiate the Emergency Preparedness Plan 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 assigned to assist in executing the Emergency Preparedness Plan.

Procedures for activating the Emergency Preparedness Plan:

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

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

- 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.

- 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.

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

<table>
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<th>General Order</th>
<th>800.13</th>
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| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

### PURPOSE

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

### WEEKEND OPERATIONS

*(In all situations where Campus Police cannot be contacted, call local emergency dispatch by dialing 911. Steps should be taken to evacuate, relocate, or lock down or shelter-in-place as appropriate.)*

In the event an emergency requiring evacuation or relocation occurs during weekend 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. The on duty officer will activate the Emergency Message System for the affected building/campus. Faculty and staff should then activate the emergency preparedness plan for the building occupied.
Procedures for activating the Emergency Preparedness Plan:

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

- If contact cannot be made with Campus Police, dial 911 and provide:
  - Name
  - Location to include building, room number or other location
  - Details concerning what is occurring and if there are injuries
  - 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.
EMERGENCY PREPAREDNESS TRAINING AND EVALUATION

General Order 800.14

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:

Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose for this policy is to establish a method of emergency preparedness training, testing and evaluation that will test 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

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 test the institution as well as department 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 documentation of a drill that team members will participate in.

Training activities may include:

- Review of specific building plans or the overall plan for the campus
- Orientation and education sessions which are held to provide information, answer questions and identify issues. Separate training sessions will be held for the College Emergency Response Management Team, building coordinators and floor coordinators.
- Incident scenario exercises, which allow the College Emergency Response Management Team and College Emergency Response Team to meet and discuss their roles in emergency scenarios.
- Walk-through drills, which allow the College Emergency Response Team members to practice their emergency response functions.
- Evacuation, relocation, lockdown, and sheltering-in-place drills, which enable personnel to execute the Emergency Preparedness Plan.
- Functional drills which test specific functions, such as emergency notifications, warning, and communications procedures and equipment. Personnel are asked to evaluate the systems and identify problem areas.
- Full-scale exercise will closely simulate an actual emergency. This exercise should involve as many internal and external parties, such as emergency responders, as possible.
- Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation training will provide knowledge on how to utilize an AED.
- Evacu-trac chair training (For the transport of disabled to evacuation/relocation areas) will provide knowledge on how to utilize the evacu-trac chair.
- Two-way radio training will provide knowledge on how to operate and communicate using the two-way radio.
- Weather alert radio training will provide training on how to operate the weather alert radio and respond to weather alerts received.
- Fire extinguisher training will 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:

- Training exam may be written or oral
- Instructor evaluation
- Drill evaluations for evacuation, relocation, lockdown, and sheltering-in-place drills. 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.
EMERGENCY NOTIFICATION

General Order 800.15

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:

Date approved/effective: September 23, 2013
Frequency of Review: Annually
Last Updated: September 2013

PURPOSE

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

POLICY

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.

**IMMEDIATE EMERGENCY**

Response must be **immediate** when conditions are such that a significant threat, danger, emergency or health hazard is occurring which is actively, causing death or serious physical harm. The following elements should exist:

- A significant and immediate threat consisting of means, mode, opportunity, and intent to inflict death or serious physical harm to students and staff
- A significant threat or health hazard is occurring that could result in severe injury, incapacitation, or death to students or staff

In situations where elements or circumstances are already in progress or occurring and present a significant **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 / Emergency Alert. Consultation with CERMT and/or EPG will take place when management of the event and time will allow with team members via two way radio, telephone and in-person contact.

**ON-GOING EMERGENCY**

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 emergency notification updates until the event has concluded. Campus police will update the emergency message and text messaging system as conditions warrant. Public information 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 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.

**IMPEENDING EMERGENCY**

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:

- 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

- 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

- 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 / emergency alert. Once authorization is given to issue the emergency notification is made, 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 2.
## 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>423-318-2735</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>

Table 2
Methods of emergency notification and personnel authorized to activate emergency notifications systems.
EMERGENCY MESSAGING 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:

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

For the Emergency 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 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 some 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 3). 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.

AUDIBLE EMERGENCY 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.</td>
<td><strong>ATTENTION</strong> The evacuation alert has been cancelled. Please return to your work and classroom areas and resume normal activities.</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.</td>
<td><strong>ATTENTION</strong> The relocation alert has been cancelled. Please return to your work and classroom areas and resume normal operations.</td>
</tr>
<tr>
<td>Lock down/Shelter-In-Place</td>
<td><strong>ATTENTION</strong> This is a lock down/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 lock down/shelter-in-place alert.</td>
<td><strong>ATTENTION</strong> The lock down/shelter-in-place alert has been cancelled. Please unlock your doors and resume normal operations.</td>
</tr>
</tbody>
</table>

Table 3
Audible Emergency Message Content
SECTION V

TIMELY WARNING
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GENERAL ORDER

General Order 800.16

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:

Cleary Compliance Sub-committee
College Emergency Management Response Team


Location where documentation kept:

Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

This policy is 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

It is the policy of Walters State Community College that timely warnings will be issued 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:
• Criminal homicide
• 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.
• 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
• 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.
• Incidents of arson
• Outbreak of meningitis or other pandemic
• Approaching tornado / extreme weather conditions
• Earthquake
• Gas leak
• Terrorist incident
• Armed intruder
• Bomb threat
• Civil unrest/rioting
• Explosion
• Chemical or hazardous waste spill

Situations in which timely warnings are not required to be issued:

• Non-Clery crimes
• If circumstances are such that any threat or danger has been immediately mitigated by apprehension or other means.
• If a report was not filed or was filed late
• 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:

SIGNIFICANT OCCURRENCE

A significant occurrence is one which is often unlikely to occur by chance 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.

IMMEDIATE DANGER OR THREAT

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

- A significant and immediate threat consisting of means, mode, opportunity, and intent to inflict death or serious physical harm to students and staff
- A significant threat or health hazard is occurring that could result in severe injury, incapacitation, or death to students or staff

ON-GOING DANGER OR THREAT

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. Public information 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.

IMPEENDING DANGER OR THREAT

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:

- 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

- 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
- A significant weather hazard exists that would directly impact campus properties

**THREAT PROCEDURE**

**IMMEDIATE SITUATIONS**

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.

**ON-GOING SITUATIONS**

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.

**IMPELLING SITUATIONS**

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.

**TIMELY WARNING CONTENT**

Timely warnings will contain the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time/timeframe of incident
- A brief description of the incident
- Suspect description, if known

**METHODS OF TIMELY WARNING NOTIFICATION**

Walters State has identified several methods of disseminating timely warning notifications as outlined below and as listed in Table 5. Personnel have also been identified who have been given the authority to activate the systems as circumstances warrant.

**EMERGENCY MESSAGE SYSTEM AND SENATOR’S EMERGENCY TEXT**

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 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:

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

For the emergency 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](#).

In the absence of campus police staff, informational and educational technology and communications and marketing staff is authorized by the President to activate these systems.
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 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

Public information as well as IET 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 IET 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/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>
<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>
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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>
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<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>
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<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>
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<tr>
<td>All Campuses</td>
<td>Informational and Educational Technologies</td>
<td>423-318-2735</td>
<td>Emergency message and text message</td>
</tr>
<tr>
<td>All Campuses</td>
<td>Communications and Marketing</td>
<td>423-585-6836</td>
<td>Social Media/Web Page</td>
</tr>
</tbody>
</table>

*Table 4*

Methods of Timely Warning Notification and Personnel Authorized to Activate Timely Warning Systems
SECTION VI

CAMPUS SECURITY AUTHORITIES
CAMPUS SECURITY AUTHORITIES

General Order 800.17

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:

Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose of this directive is to establish police 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 and are not responsible for classification, intervention, or investigation.

POLICY

Campus security authorities (CSA’s), 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>Group A</th>
<th>Group B (Report only if involve hate or bias)</th>
<th>Disciplinary Referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated assault</td>
<td>Destruction/damage/vandalism</td>
<td>Drug Violations</td>
</tr>
<tr>
<td>Arson</td>
<td>Intimidation</td>
<td>Liquor Law Violations</td>
</tr>
<tr>
<td>Burglary</td>
<td>Larceny/Theft</td>
<td>Weapons Violations</td>
</tr>
<tr>
<td>Domestic/Dating Violence</td>
<td>Simple Assault</td>
<td></td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder and non-negligent manslaughter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex offenses (forcible and non-forcible)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stalking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. Campus security authorities should complete the Clery Incident Report form and forward to campus police or the campus safety administrator (See Appendix D). Campus police and or the campus safety administrator will analyze the information and make determination to pursue further investigation and whether reporting standards apply.

IDENTIFYING INSTITUTION CSA’S

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

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

IDENTIFIED CAMPUS SECURITY AUTHORITIES

There are a number of individuals and campus organization leaders that are identified as CSA’s on the Walters State Campuses. The campus security authority list can be referenced in Appendix E.

CAMPUS SECURITY AUTHORITIES 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.
SECTION VII

SEX OFFENSES AND OFFENDERS

SEX CRIMES PREVENTION ACT, CHILD SEX ABUSE, SEXUAL HARASSMENT, AND PROCEDURES TO REPORT SEXUAL ASSAULT OR RAPE
SEX CRIMES PREVENTION ACT

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.18</th>
</tr>
</thead>
</table>
| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness  
Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

PURPOSE

The purpose for this directive is to establish policy and procedure relative to sex related crimes and/or sexually violent crimes.

POLICY

The “College and University Security and Information Act,” as enacted by the State of Tennessee and in conjunction with federal legislation, requires that each college make available certain information within the college’s community relative to safety and security matters. In this regard, Walters State Community College is providing the information contained herein to assure that the college’s community, students, faculty and staff are appropriately advised and informed relative to college security and safety procedures and applicable crime statistics.

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must register or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in
Tennessee. A "sexual offense" means the commission of acts, including but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Both Acts designate certain information concerning a registered sexual offender as public information and, therefore, amend and supersede the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, and the Violence Against Women Reauthorization Act, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution at the Campus Police Office at each campus location. Information is also available on the TBI's website’s listing of sex offenders located on the internet by clicking on the following link: Tennessee Sex Offender Registry

**PROCEDURES TO REPORT SEXUAL ASSAULT OR RAPE**

Walters State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. Procedures for on-campus disciplinary action in cases of alleged sexual assault shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a due process hearing, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging sexual assault. This sanction includes the possibility of suspension or dismissal from the college.

Individuals are advised to immediately report all such incidents to Campus Police at their respective campus locations. The telephone numbers for the Campus Police offices are listed in Section II, Table 2. The campus police department has procedures for responding effectively to these sensitive crisis situations. In the alternative, an individual may report such an incident to the campus nurse who is located in Room 127-CCEN, on the Morristown campus, telephone number 423-585-6820.

Individuals who are victims of sexual assault are asked not to engage in any type of personal hygiene before reporting an incident. In order to facilitate a thorough investigation, individuals are also asked not to wash clothing or dispose of any items that may be used as physical evidence.

College police staff will provide referrals for counseling, emotional support, legal and medical information, hospital and court accompaniment, and advocacy to sexual assault victims, their families and friends. Refer to Table 6 for crisis center contact information. You may access this information may be accessed at the following link: Procedures to Report Sexual Assault or Rape
CHILD SEXUAL ABUSE

Consistent with TCA 37-1-605 any person/employee including but not limited to faculty and staff, or volunteer for Walters State Community College who knows or has reasonable cause to suspect that child has been sexually abused shall report such knowledge or suspicion directly to the campus police department or to a campus security authority. Campus security authorities will immediately notify campus police. Campus police will notify local law enforcement and work in conjunction with the local agency to investigate the report.

Pursuant to state law officials of the college shall provide to the parent or legal guardian all information and records relevant to the alleged sexual abuse, if requested by the parent or legal guardian; provided that the information is edited to protect the confidentiality of the identity of the person who made the report, any person whose life or safety may be endangered by the disclosure, and any information made confidential pursuant to federal law 10-7-504 (a) (4). The information and records described shall not include records of other agencies or departments.

SEXUAL HARASSMENT

Walters State Community College is committed to providing its faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well-being of an individual at the college. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding sexual harassment may contact the vice president for Student Affairs for information and assistance relative to the procedure for review of the complaint.

<table>
<thead>
<tr>
<th>CRISIS CENTERS AND CONTACT NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knoxville, Tennessee</td>
</tr>
<tr>
<td>Claiborne, Grainger, Hamblen, Hancock, Hawkins and Union Counties</td>
</tr>
<tr>
<td>Statewide (Tennessee)</td>
</tr>
</tbody>
</table>

*Table 5*
*Crisis Centers and Contact Numbers*
SECTION VIII

POLICE / LAW ENFORCEMENT ON CAMPUS

REPORTING OF CRIMES OR EMERGENCIES, CRIME PREVENTION, AND MISSING PERSONS
POLICE/LAW ENFORCEMENT ON CAMPUS

General Order 800.19

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose for this directive is to establish policy and procedure relative to the function and service of certified campus police officers. The Campus Police Department is administratively responsible for the police function on Walters State campuses. In addition to police officers the college also employs uncertified safety officers who directly supplement and support the police function. Offices are located on the Morristown, Greeneville, Sevierville and Claiborne County campuses.

POLICY

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 safety checks, patrols and projects as assigned. Campus police and safety officers report directly to the director/chief of Campus Police. The director/chief of Campus Police reports, directly to the vice president for Business Affairs. However, he/she also works closely with the president, vice president for Student Affairs, the vice president of Academic Affairs as well as with faculty and staff when police investigations or actions are warranted.
Walters State employs nine full time police officers. The number of temporary part-time police officers may vary throughout the year but is in the general range from 10 – 20 officers. All campus police officers have completed an accredited law enforcement academy and 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 shooter, 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 the of college facilities or property, T. C. A. 38-17-1315 and T. B. R. policy 5:01:07:00.

Also, public safety division staff 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 uncertified safety officers who have the responsibility of conducting various safety equipment checks, complete reports and perform patrol duties.

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.
THREAT ASSESSMENT TEAM

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.20</th>
</tr>
</thead>
</table>
| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

PURPOSE

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

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 that 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:

- Vice President for Student Affairs and Director of Athletics
- Vice President for Academic Affairs
- Vice President for Business Affairs
- Assistant Vice President for Student Affairs and Special Assistant to the President for Diversity
- Executive Director of the Student Success Center
- Executive Director for Counseling and Testing
- Director of Campus Police and Emergency Preparedness
- Counselor – Greeneville
- Counselor-Sevierville
- Associate Professor of Nursing
- 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.
REPORTING OF CRIMES OR EMERGENCIES

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.21</th>
</tr>
</thead>
</table>
| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| | Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

PURPOSE

The purpose of this directive is to establish policy and procedure relative reporting crimes or emergencies to campus police or campus security authorities.

POLICY

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. 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, such as murder, rape, and sale of illegal drugs, are reported to local and state agencies.

The campus police, local and/or state agencies will then conduct a joint investigation. All crimes or other emergencies occurring on Walters State campuses are to be reported to the Campus Police Department. Campus police offices are located on the campuses at Morristown, Sevierville, Greeneville, and Claiborne counties. Employees, students and visitors are encouraged to report crimes directly to the campus police department. An investigation will be conducted and written reports will be completed. In addition, students and employees may access the campus Crime Watch/Silent Witness form online at the following link [Crime Watch Report](http://www.ws.edu/student-services/campus-safety/crime-reports/) to submit an
anonymous tip or to report a crime without being identified. In addition, emergency telephone numbers may be referenced in Table 7.

**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>

*Table 6
Emergency Telephone Numbers*

**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 are violated involving students.
PURPOSE

The purpose for this directive is to establish policy in the establishment and implementation of crime prevention policies for the college.

POLICY

It is the policy of Walters State Community College that all students, employees and visitors be encouraged 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 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 prevent 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 they 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 but 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 programs and activities are provided:

- Fatal vision goggles are utilized to set up mock sobriety check points.
- Participation in the core alcohol and drug survey which measures alcohol and other drug usage, attitudes, and perceptions among college students.
- Free Friday evening movies with alcohol and drug prevention themes.
- Student nurse health information fair with alcohol and drug awareness and prevention exhibits.
- Crash test dummy costumes are obtained, and student volunteers wear these and interact with fellow students passing out awareness materials.
- The Governor’s Highway Safety Office provides simulators and the “Get Nailed” vehicle during alcohol awareness campaigns.
- Morristown police department narcotics and vice division provides drug and alcohol awareness presentations.
- The campus participates in “Click-it-or-Ticket” and “Booze it and Loose it” campaigns.
- Seatbelt check points are set up to educate students, staff and visitors on the importance of wearing seatbelts.
- A slogan encouraging students and employees not to drink and drive is printed on campus parking permits.
- 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.
- 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.
- 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.
DOMESTIC, DATING AND SEXUAL VIOLENCE PREVENTION PROGRAMS

The campus nurse and the counseling department partner to offer domestic, dating and sexual violence prevention programs:

- **CEASE presentations** – coalition to end domestic violence and sexual assault provides shelter and assistance to women of domestic or sexual violence.

- **Green Dot program presentations** – The Green Dot program assists organizations/communities in implementing a strategy of violence prevention that consistently and measurably reduces power-based personal violence (including sexual violence, domestic violence, dating violence, stalking, child abuse, elder abuse and bullying).
MISSING PERSONS

General Order 800.23

Office or individual responsible:
Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:
Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

The purpose of this policy 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

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. Campus police, the faculty and staff of Walters State recognizes the importance of safety to students while residing or attending its campus facilities.

For the purpose of this policy, a student will be considered missing if a roommate, classmate, 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 are given the opportunity on the admission application to designate 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 to include, 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 local law enforcement authorities. The Walters State Campus Police Department will assist in such investigations as requested by the investigating agency.
POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

General Order 800.24

Office or individual responsible:
Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness
Cleary Compliance Sub-committee
College Emergency Management Response Team

Location where documentation kept:

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

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

POLICY - DRUG-FREE CAMPUS 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, is being provided in the student handbook 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)

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 lyseric 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 – COLLEGE HEALTH CLINIC**

- **College Health Clinic:** The campus nurse provides confidential counseling to students and employees on drug and alcohol related problems. This service is furnished at no cost to students or employees. Referral service is also provided for professional counseling, treatment and rehabilitation programs at are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier.

- **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 Magellan Health Services, an independent contractor. The counseling services are voluntary and strictly confidential. Up to six counseling sessions are free of charge for employees and their immediate family members. Additional information can be found at [www.magellanhealth.com](http://www.magellanhealth.com). Appointments for counseling are made by calling 1-800-308-4934.

**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 by this policy by an employee of the college shall be reported to the president 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 this institution. 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. Mandatory participation in an organized drug treatment/rehabilitation program and satisfactory complete of the 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 by 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. Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program.
  3. Suspension.
  4. Referral for prosecution.
  5. Expulsion.
  6. Other appropriate disciplinary action.

This policy may be accessed on the internet by following this link: [Drug-Free Campus Workplace Policy](#)
## POSSESSION AND USE OF WEAPONS

| General Order | 800.25 |
| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

### PURPOSE

The purpose of this directive is to establish policy and procedure relative to possession and use of weapons.

### POLICY - FIREARMS ON CAMPUS

TBR Personnel Guideline P-085 prohibits the possession of weapons, including firearms, by employees. TBR Policy 3:02:001 ILB.8 prohibits the possession of weapons by students. Possession of weapons anywhere on institution property is a crime. There are statutory exceptions to this:

1. POST-certified, active duty law enforcement officers, whether on or off duty, may possess and carry their firearm on institution property; and

2. Students who are required to carry arms or weapons in the discharge of their official class duties may do so.

The firearms policy may be accessed on the internet by following this link: [Firearms on Campus](http://www.ws.edu/student-services/campus-safety/crime-reports/)
STUDENTS OR EMPLOYEES WITH CRIMINAL RECORDS

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.26</th>
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| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness  
Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

PURPOSE

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

POLICY

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 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 direction of the president and vice president of Human Resources. These standards also apply to felony convictions after achievement of employee status.
SECTION IX

FACILITIES ACCESS

KEY CONTROL AND CAMPUS ACCESS
CAMPUS ACCESS/KEY CONTROL POLICY

General Order 800.27

Walters State Campus Police Department
Chief Sarah Rose,
Director of Campus Police and Emergency Preparedness

Office or individual responsible:
Cleary Compliance Sub-committee
College Emergency Management Response Team

Online at: http://www.ws.edu/student-services/campus-safety/crime-reports/

Date approved/effective: September 23, 2013

Frequency of Review: Annually

Last Updated: September 2013

PURPOSE

This statement of policy regarding access control of buildings and property owned or operated by Walters State Community College will serve as the framework by which keys to campus buildings will be issued, monitored, and maintained. The campus police department shall implement and oversee the procedures relative to key control and will work closely with the campus community to ensure that campus access needs are met to ensure proper maintenance, monitoring and control over institutional keys.

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.

POLICY

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 forwarded back 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:
   - Full name, (first, middle and last name) of the person accepting responsibility and to whom key is to be issued
   - Position/title
   - Department
   - Date of request
   - Affiliation
   - Key request type
   - Number of keys requested
   - Building
   - Room number
   - Area description
   - 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:
   - Department Head
   - Building/Campus Dean
   - Vice President
   - 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 and secure the following signatures, in addition to the signatures outlined above, prior to issue:

- President or Campus Dean

Please refer to Appendix A for a table outlining needed approval signatures.

PRIVATELY OWNED LOCKS

Privately owned locks generally are not permitted on college facility doors except for lockers designated for personal use. 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

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 or employees of an organization leasing facilities 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, 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.

ISSUANCE OF KEYS TO 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 their responsibilities. Upon completion of their need for admittance, campus police personnel will visually check the area for damage or other problems before securing it.

ISSUANCE OF KEYS TO 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.

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. 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 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.

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
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.

REQUEST FOR LOCK CHANGE, OR 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, the request will be forwarded to facilities management for further processing and scheduling of 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 issue 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 their discretion.
**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.
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.

(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.

ACCESS TO CAMPUSES AND USE OF PROPERTY/FACILITIES (NON-RENTAL)

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 (http://ws.edu/yourws/staff/) 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 whereWSCC 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 with WSCC 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. For examples of reasons for denial see Section III.E.

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. Expo Center – Covered Warm-Up Ring
   c. Greeneville Campus — Parking Lot 1 – Covered Area
   d. Sevier County Campus — Maples Marshall Hall Patio

These areas are highlighted on the appropriate site map found here: http://www.ws.edu/about/admin/business-affairs/

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. NoWSCC 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.

14. 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.

13. 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.
# CAMPUS FACILITY ACCESS (RENTALS)

<table>
<thead>
<tr>
<th>General Order</th>
<th>800.29</th>
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</table>
| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| Cleary Compliance Sub-committee  
College Emergency Management Response Team |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

## 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.

GENERAL GUIDELINES

1. A list of the facilities available for rental and the rental charges in the facilities scheduling department.

2. To apply for use of facilities at any campus location, individuals must complete the Facility Usage Application 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 than the stated dates 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 is 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: 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:
Section IX – Facilities Access

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 the Executive Director of the Exposition Center and/or appropriate vice president(s) and recommendations relative to approval or denial of the request will be made to the President, who is the 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 Public Information 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.
USE OF FACILITIES BY NON-AFFILIATED ENTITIES/INDIVIDUALS (FACILITY RENTALS)

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.

**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.
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FIRE SAFETY

<table>
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<tr>
<th>General Order</th>
<th>800.30</th>
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| Office or individual responsible: | Walters State Campus Police Department  
Chief Sarah Rose,  
Director of Campus Police and Emergency Preparedness |
| Date approved/effective: | September 23, 2013 |
| Frequency of Review: | Annually |
| Last Updated: | September 2013 |

**PURPOSE**

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

**POLICY**

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 and strobe alert systems, sprinkler and 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 meet state compliance 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 will be maintained by Facilities Management and tested on an annual basis. A campus fire safety log will be maintained to document upkeep of the system. The campus fire safety log will be included in the Campus Crime and Fire Safety Report published annually by the campus police department.

FIRE PREVENTION

- 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.

- 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.

- No flammable liquids, candles, incense burners, open flame devices, cooking appliances or portable heating units are allowed in student housing units.

- 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

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.
• In the event a fire is observed or discovered, evacuate the area and pull the nearest fire alarm.

• From a safe location, contact campus police or dial 911 for local police.

• 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, turn out lights and close doors.

• Close but **DO NOT LOCK DOORS** as fire personnel may need to enter the area.

• Follow evacuation plan/route for the building.

• **DO NOT USE ELEVATORS.**

• 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.

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

• **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.

• 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.

• Follow the directions of the emergency responders or campus police personnel regarding evacuation.

• 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, do not use elevators 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 necessary 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, included in the Annual Safety Report (See Appendix H), and a hard copy will be available in 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).
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EXAMPLE OF AGENCY LETTER
August 13, 2013

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 2012 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). Statistics are also 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** – 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 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).

- 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813-6899

**Non-Campus** – 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 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.

- **500 S. Davy Crockett Parkway, Morristown, Tennessee 37813** to include but not limited to: streets, businesses and residential areas **adjacent to or accessible from** the property at 500 S. Davy Crockett Parkway, Morristown, Tennessee.

- **580 S. Davy Crockett Parkway Morristown, Tennessee 37813 (Baptist Collegiate Ministries)**

**Other Locations**– 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.

- **Public Safety, 1609 College Park Drive, Morristown, Tennessee 37813, and**

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.

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 or your preferred reporting format in the self-addressed stamped envelope to my office by **September 1, 2013**. If you have any questions or wish to further discuss this request, please contact me at the number below.

Sincerely,

Chief Sarah Rose,
Walters State Campus Police
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
Phone: 423-585-6762

:Attachment – Local Crime Statistics Report Form
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

Other Location: 1609 College Park Drive, Morristown, Tennessee 37813

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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: _______________

Please use the enclosed postage paid envelope to return this information by September 1, 2013. Again, thank you for your assistance in providing needed crime statistic information.
APPENDIX B

U. S. DEPARTMENT OF EDUCATION CRIME STATISTICS FOR WALTERS STATE
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# Appendix B – USDOE Required Crime Statistics

## U. S. DEPARTMENT OF EDUCATION REQUIRED CRIME STATISTICS FOR WALTERS STATE

*(INCLUDES TOTAL OF CLERY REPORTABLE CRIMES FOR ALL CAMPUS LOCATIONS)*

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<th>Non-Campus</th>
<th>Public Property</th>
<th>Student Housing</th>
<th>Hate Crimes</th>
<th>Totals</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Student Housing</th>
<th>Hate Crimes</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Group A</td>
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<tr>
<td>Aggravated Assault</td>
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<td>Drug Violations</td>
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<td>Liquor Law Violations</td>
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<td>Weapons Violations</td>
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<tr>
<td>Group B (Report only if Hate Crimes*)</td>
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<tr>
<td>Larceny/Theft</td>
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<tr>
<td>Simple Assault</td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Vandalism</td>
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</tr>
</tbody>
</table>

*Hate Crime is any offense listed above that involved hate or bias motivation.*
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TIMELY WARNING BULLETIN
POSSIBLE THREAT TO THE COLLEGE COMMUNITY

“YOUR RIGHT TO KNOW”

In compliance with the “Timely 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/
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Clery Crime Incident Report

Purpose for 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 have occurred within one of the four reporting locations and which have been reported to a Campus Security Authorities (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 (CSA’s) 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, CSA’s 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 locations outlined below.

### Report Crimes Occurring At the Below Locations

**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).

**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.

**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.

**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.

## Clery Report Crime Information

<table>
<thead>
<tr>
<th>DATE OF INCIDENT:</th>
<th>TIME OF INCIDENT/CRIME:</th>
<th>DATE OF REPORT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CSA DEPARTMENT:**

<table>
<thead>
<tr>
<th>CSA WID#</th>
</tr>
</thead>
</table>

**REPORTING PARTY IS:**

- [ ] Victim
- [ ] Witness
- [ ] Suspect
- [ ] Other ________________________________

## Type Of Clery Crime/Offense

(See attached page for crime definitions)

<table>
<thead>
<tr>
<th>Clery Crime/Offense</th>
<th>Clery Crime/Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated assault</td>
<td>Manslaughter (Non-negligent)</td>
</tr>
<tr>
<td>Arson</td>
<td>Murder</td>
</tr>
<tr>
<td>Burglary</td>
<td>Motor Vehicle Theft</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>Robbery</td>
</tr>
<tr>
<td>Destruction/damage/vandalism of property</td>
<td>Sex Offense (Ferible)</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Sex Offense (non-forcible)</td>
</tr>
<tr>
<td>Intimidation</td>
<td>Simple Assault</td>
</tr>
<tr>
<td>Larceny-theft</td>
<td>Weapons violations</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Hate Crime (Please Choose Sub-Category):</th>
<th>Bias/prejudice:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodily Injury</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Race</td>
</tr>
<tr>
<td>E-mail</td>
<td>Gender</td>
</tr>
<tr>
<td>Telephone</td>
<td>Religion</td>
</tr>
<tr>
<td>Message</td>
<td>Disability</td>
</tr>
<tr>
<td>Other – Specify:</td>
<td>National Origin</td>
</tr>
<tr>
<td></td>
<td>Sexual Orientation</td>
</tr>
</tbody>
</table>

### 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.

**Forcible 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.

**Non-Forcible Sexual Offense**: Unlawful, non-forcible sexual intercourse.

<table>
<thead>
<tr>
<th>Victim to Offender Relationship</th>
<th>Alcohol, Drugs and/or Narcotics Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Known offender (friend, classmate, acquaintance, date, etc.)</td>
<td>Alcohol:</td>
</tr>
<tr>
<td>College affiliated: Student</td>
<td>Offender</td>
</tr>
<tr>
<td>Staff</td>
<td>Victim</td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Unknown offender (stranger)</td>
<td>Drugs:</td>
</tr>
<tr>
<td></td>
<td>Offender</td>
</tr>
<tr>
<td></td>
<td>Victim</td>
</tr>
<tr>
<td></td>
<td>Narcotics:</td>
</tr>
<tr>
<td></td>
<td>Offender</td>
</tr>
<tr>
<td></td>
<td>Victim</td>
</tr>
</tbody>
</table>

### Injuries

- Victim was not injured *(excluding emotional/psychological trauma)*
- Victim was injured. Describe injuries:

### Weapons Violation

**Weapons Law Violation**: 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.

<table>
<thead>
<tr>
<th>Weapon Involved:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe Weapon:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Police Report Filed

*Was a Police Report Filed? Yes | No | Unknown*  
*Specify department report was filed with:*
## Location of Crime/Incident

**Address if known or general description of location**

- [ ] On-Campus
- [ ] On-Campus Residential
- [ ] Non-Campus Property
- [ ] Public Property

**Street Address:**

If address not known, give description of general location where crime occurred:

### Narrative

*(Brief Description of Crime/Incident Reported to You)*

---

**For Campus Police Use:**

- [ ] Reportable to USDOE
- [ ] Not Reportable to USDOE

Report Reviewed By: _____________________________ Date: _______________

---

PLEASE RETURN COMPLETED FORM TO

WALTERS STATE CAMPUS POLICE DEPARTMENT, MORRISTOWN CAMPUS

ATTN: DIRECTOR OF CAMPUS POLICE AND SAFETY
## 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)*

<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Arson</td>
<td>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.</td>
</tr>
<tr>
<td>Burglary</td>
<td>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.</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).</td>
</tr>
<tr>
<td>Intimidation</td>
<td>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.</td>
</tr>
<tr>
<td>Larceny</td>
<td>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>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).</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>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.”)</td>
</tr>
<tr>
<td>Murder/Non-Negligent</td>
<td>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.</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>The killing of another person through gross negligence.</td>
</tr>
<tr>
<td>Robbery</td>
<td>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.</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Criminal Offense Definitions and Criteria

<table>
<thead>
<tr>
<th>Vandalism</th>
<th>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. 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.</th>
</tr>
</thead>
</table>

### Sex Offenses – Forcible

**Forcible 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.

<table>
<thead>
<tr>
<th>Forcible Rape</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forcible Sodomy</td>
<td>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.</td>
</tr>
<tr>
<td>Forcible Fondling</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Sex Offenses – Non-Forcible

**Non-Forcible Sexual Offense:** Unlawful, non-forcible sexual intercourse.

<table>
<thead>
<tr>
<th>Incest</th>
<th>Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Rape</td>
<td>Non-forcible sexual intercourse with a person who is under the statutory age of consent.</td>
</tr>
</tbody>
</table>

### 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

*Referred for disciplinary action:* 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.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intimidation</td>
<td>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.</td>
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<tr>
<td>Larceny</td>
<td>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.</td>
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<td>Simple Assault</td>
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</tr>
<tr>
<td>Vandalism</td>
<td>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.</td>
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APPENDIX E

IDENTIFIED CAMPUS SECURITY AUTHORITIES
<table>
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<tr>
<td>Wade B. McCamey</td>
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<td>Morristown</td>
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</tr>
<tr>
<td>Anne Bowen</td>
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<td>SSB U134</td>
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<tr>
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<tr>
<td>Cesar Gracia</td>
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### Walters State Community College
#### Campus Security Authorities

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## Walters State Community College
### Campus Security Authorities

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<td>Kim Bolton</td>
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<tr>
<td>Sarah Rose</td>
<td>Chief of Police</td>
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Jeanne Clery Campus Security Policy & Crime Statistics Disclosure Act

What you need to know if you are a Campus Security Authority at WSCC

Prepared by: Chief Sarah Rose, Director of Campus Police and Emergency Preparedness

What is the Clery Act?

- Jeanne Clery was raped and murdered in her dorm room at Lehigh University in 1986. The law enacted in her memory is intended to ensure that students and other campus community members are informed about campus crime so they can make informed decisions.

- The Clery Act requires that universities distribute crime statistics to current students and all campus employees.

- Crime statistics must be made available to all perspective students and staff upon request.
Campus Security Authorities are:

- Define by function, not title:
  - Significant responsibility for student AND campus activities
  - Regular contact with students

Examples of “Campus Security Authorities”:

- Deans, student housing staff, athletic coaches, student activities coordinators, student judicial officers, and faculty advisors to student organizations, select human resource staff.
Who is EXEMPT from reporting requirements?

- Licensed professional mental health counselors

  And

- Pastoral counselors (employed by a religious organization to provide confidential counseling)

- Each working within the scope of their license or religious assignment at the time they receive the crime report.

So you are a CSA – What do you have to do?

- If someone tells you about a crime or an incident that may be a crime, you must record the information and submit a report
  - Just get the facts, campus police will classify the crime based on information provided
  - Use the form made available to you

When in doubt, report it!
Timing is critical

Be sure to document
- *When* the crime or incident occurred and
- *When* it was reported to you

The law requires that the *crime be reported for the calendar year in which it was first reported to a Campus Security Authority* — not when it occurred, not when it was reported to police by a CSA.

Location, location, location

A crime must be reported if it occurred

- On campus
- In on-campus student residences
- On public property adjacent to campus (e.g., roads, sidewalks)
- On certain off-campus property controlled by the college...
How to report crime statistics to be included in the Clery Report:

- For emergencies & crimes in progress, call 9–1–1
- WSCC Police Department:
  - Morristown 423–585–6752
  - Greeneville 423–798–7961
  - Sevierville 865–774–5813
  - Claiborne 423–851–4778
- Fill out Campus Security Authority Crime & Incident Report Form found on the WSCC Police Website and which accompanies yearly notification.

Confidential Reporting Option

- WSCC encourages counselors, although not required to report crimes, to tell victims about the Confidential Reporting Process. The counselor must make a judgment call: is it appropriate to discuss crime reporting in this particular situation?
- Confidential Reporting Process: Victims can report crimes confidentially (no names or criminal investigation) to the anonymous online crime reporting form at: http://www.ws.edu/student-services/campus-safety/crime-watch/. However, enough information has to be given to determine a crime has occurred.

August 2013
Describe Options

- Let the person know about options to report crimes to the police
  - A person who talks to you may not want to talk to police – and doesn't have to

*Exception: when the victim reports a crime to a professional who is mandated by law to report specific crimes; for example child abuse.

Offer referrals to campus and other resources, including

- Students – Vice President for Student Affairs
- Faculty – Vice President for Academic Affairs
- All Other Employees – Vice President for Business Affairs and
- Executive Director of Human Resources
Completing the CSA form: you’re not the expert, and you don’t have to be

- You don’t have to know the classification just identify the type of crime you think applies
- Just indicate the crime that seems most likely or possible
- The campus police will make the final determination and classify the crimes

Completing the CSA report form: the crimes

- **Criminal Homicide:** murder, non-negligent manslaughter, and negligent manslaughter (including vehicular manslaughter)
- **Aggravated Assault:** unlawful attack upon another with intent to inflict severe injury, using weapon or means likely to produce death or great bodily harm
Completing the CSA report form: the crimes

- **Robbery**: taking/attempting to take something by force, violence, threat, or by putting victim in fear
- Questions re: robbery
  - Was force or a weapon used or threatened?
  - Was victim injured?
  - Did victim feel fearful, threatened or endangered?

Completing the CSA report form: the crimes

- **Burglary**: unlawful entry into a structure to commit a felony or theft
- Questions re: Burglary
  - Was item taken from inside residence halls, classroom, office, store, lab, or other structure?
  - Was structure, room, store, or office open, closed, or locked?
  - How did thief get into the structure/room etc.?

*It's important to establish the elements of burglary because theft is not reportable under Clery*
Completing the CSA report form: the crimes

- Hate crimes to property, questions:
  - Was the target personal property, a personal residence, house of worship, or ethnic organization?
  - Did the incident involve any expression of hatred (e.g., graffiti, comments) re: race, gender, ethnicity, religion, sexual orientation, or disability?
  - Did any personal injury result from the incident?
- Report ANY vandalism to property that is the result of a hate crime

Completing the CSA Report form: the crimes

- Liquor, drug, and weapon law violations:
  - Police report statistics on arrests for liquor, drug, and weapons-related crimes
  - Report statistics on disciplinary referrals for drug, liquor, and weapon law violations (except when the individual was also arrested for the same act)
  - Statistics must reflect number of persons involved (head count), not just number of incidents (for these crimes only)
Need More Information?

- To get more information on campus safety and to read the Annual Safety Report follow the link below:


Questions?

Contact Chief Sarah Rose, Director of Campus Police at sarah.rose@ws.edu
Office: 423-585-6762 FAX: 423-585-6790

THANK YOU
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"If you see something, say something."

DAILY CRIME LOG

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

Reporting Period: January – December 2012

CLAIBORNE

☐ No Reported Incidents This Reporting Period

Date Reported: 9-11-12 Case Number: 201209111900

Location: Claiborne Street, Tazewell

Address: Claiborne Street, Tazewell

Date Occurred: 9-11-2012 Time Occurred: 7:00 p.m.

Nature/Classification of Crime/Incident: Possession of Schedule III and VI Controlled Substance for Resale

Disposition: Arrest
“If you see something, say something.”

DAILY CRIME LOG

Contact Campus Police


To send anonymous crime tips to campus police follow this link: Crime Watch

Reporting Period: January – December 2012

GREENEVILLE

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-14-2012</td>
<td>201202141753</td>
</tr>
</tbody>
</table>

Location: Student Parking Lot

Address: 215 North College Street, Greeneville, TN 37743

Date Occurred: 2-14-2012

Time Occurred: 4:00 - 5:45 p.m.

Nature/Classification of Crime/Incident: Theft from a Motor Vehicle

Disposition: Inactive

---

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-24-2012</td>
<td>201203261452</td>
</tr>
</tbody>
</table>

Location: Ross Building

Address: 215 North College Street, Greeneville, TN 37743

Date Occurred: 3-24-2012

Time Occurred: 8:00 – 11:59 p.m.

Nature/Classification of Crime/Incident: Burglary

Disposition: Inactive

---

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-25-2012</td>
<td>201206250745</td>
</tr>
</tbody>
</table>

Location: Greeneville Campus

Address: 215 North College Street, Greeneville, TN 37743

Date Occurred: 6-23-2012

Time Occurred: 5:48 a.m. – 5:51 a.m.

Nature/Classification of Crime/Incident: Intimidation by Telephone

Disposition: Inactive
Appendix G

## DAILY CRIME LOG

**Contact Campus Police**

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

**Reporting Period:** January – December 2012

### MORRISTOWN

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Location</th>
<th>Address</th>
<th>Case Number</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Nature/Classification of Crime/Incident</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9-2012</td>
<td>Staff Lot B - Morristown</td>
<td>500 South Davy Crockett Parkway, Morristown, Tennessee 37813</td>
<td>201201091700</td>
<td>1-9-2012</td>
<td>4:00-5:00 p.m.</td>
<td>Theft of Motor Vehicle Parts</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Location</th>
<th>Address</th>
<th>Case Number</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Nature/Classification of Crime/Incident</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25-2012</td>
<td>Student Lot E - Morristown</td>
<td>500 South Davy Crockett Parkway, Morristown, Tennessee 37813</td>
<td>201201252200</td>
<td>1-25-2012</td>
<td>5:00 - 9:45 p.m.</td>
<td>Vandalism to Vehicle</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Location</th>
<th>Address</th>
<th>Case Number</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Nature/Classification of Crime/Incident</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3-2012</td>
<td>Public Safety Driving Track - Morristown</td>
<td>1609 College Park Drive, Morristown, TN 37813</td>
<td>201202031130</td>
<td>2-2-2012</td>
<td>4:30 – 11:59 p.m.</td>
<td>Theft of Motor Vehicle Parts</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
## Appendix G – Daily Crime Log

### Daily Crime Log

*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 2012

<table>
<thead>
<tr>
<th>Location</th>
<th>Date Reported</th>
<th>Case Number</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Nature/Classification of Crime/Incident</th>
<th>Disposition</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MORRISTOWN</td>
<td>1-25-2012</td>
<td>201202021430</td>
<td>1-18-2012</td>
<td>8:00 a.m. – 2:30 p.m.</td>
<td>Theft of Motor Vehicle Parts</td>
<td>Inactive</td>
<td>1609 College Park Drive, Morristown, TN 37813</td>
</tr>
<tr>
<td></td>
<td>04-21-2012</td>
<td>201204140725</td>
<td>4-13-2012</td>
<td>8:30 a.m. – 11:59 p.m.</td>
<td>Vandalism</td>
<td>Inactive</td>
<td>500 S. Davy Crockett Parkway, Morristown, Tennessee 37813</td>
</tr>
<tr>
<td></td>
<td>5-1-2012</td>
<td>201205012237</td>
<td>5-1-2012</td>
<td>5:00 – 8:30 p.m.</td>
<td>Aggravated Domestic Violence</td>
<td>Arrest</td>
<td>519 Sycamore Street, Morristown, Tennessee 37813</td>
</tr>
</tbody>
</table>
POLICE

“If you see something, say something.”

DAILY CRIME LOG

Contact Campus Police


To send anonymous crime tips to campus police follow this link: Crime Watch

Reporting Period: January – December 2012

MORRISTOWN

Date Reported: 7-3-2012 Case Number: 201207031330

Location: Student Lot R - Morristown

Address: 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

Date Occurred: 6-27-2012 Time Occurred: 9:30 a.m. – 1:30 p.m.

Nature/Classification of Crime/Incident: Theft From a Motor Vehicle

Disposition: Inactive

Date Reported: 7-29-2012 Case Number: 201207290342

Location: Campus Street - Morristown

Address: 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

Date Occurred: 7-29-2012 Time Occurred: 3:42 a.m. – 4:14 a.m.

Nature/Classification of Crime/Incident: Driving Under the Influence

Disposition: Arrest

Date Reported: 8-31-2012 Case Number: 201208311615

Location: Student Lot R - Morristown

Address: 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

Date Occurred: 8-31-2012 Time Occurred: 10:15 a.m. – 11:05 a.m.

Nature/Classification of Crime/Incident: Theft From a Motor Vehicle

Disposition: Inactive
### MORRISTOWN

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-6-2012</td>
<td>201209061400</td>
</tr>
</tbody>
</table>

**Location:** Cafeteria or possibly Library - Morristown

**Address:** 500 S. Davy Crockett Parkway, Morristown, Tennessee  37813

**Date Occurred:** 9-6-2012  
**Time Occurred:** 12:35 – 1:30 p.m.

**Nature/Classification of Crime/Incident:** Theft of Textbooks

**Disposition:** Inactive

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-15-2012</td>
<td>201211052100M</td>
</tr>
</tbody>
</table>

**Location:** Counseling and Testing/Closet – Student Services Building

**Address:** 500 S. Davy Crockett Parkway, Morristown, Tennessee  37813

**Date Occurred:** 11-15-2012  
**Time Occurred:** 9:06 – 10:30 a.m.

**Nature/Classification of Crime/Incident:** Theft of Property

**Disposition:** Property Recovered – Prosecution pursued by victim

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-9-2012</td>
<td>201211141000</td>
</tr>
</tbody>
</table>

**Location:** Residence of Staff Member

**Address:** 02009 Mosaic Lane, Knoxville, Tennessee

**Date Occurred:** 11-9-2012  
**Time Occurred:** 6:00 p.m. 7:00 a.m.

**Nature/Classification of Crime/Incident:** Theft from a Motor Vehicle

**Disposition:** Inactive
“If you see something, say something.”
DAILY CRIME LOG
Contact Campus Police
To send anonymous crime tips to campus police follow this link: Crime Watch
Reporting Period: January – December 2012

MORRISTOWN

Date Reported: 11-15-2012          Case Number: 201211150945M

Location: Student Lot Q - Morristown

Address: 500 S. Davy Crockett Parkway, Morristown, Tennessee  37813

Date Occurred: 11-14-2012          Time Occurred: 9:06 – 10:30 a.m.

Nature/Classification of Crime/Incident: Theft from a Motor Vehicle

Disposition: Inactive

Date Reported: 11-9-2012            Case Number: 201211141000

Location: Residence of Staff Member

Address: 02009 Mosaic Lane, Knoxville, Tennessee

Date Occurred: 11-9-2012            Time Occurred: 6:00 p.m. 7:00 a.m.

Nature/Classification of Crime/Incident: Theft from a Motor Vehicle

Disposition: Inactive

Date Reported: 11-9-2012            Case Number: 201211141000

Location: Residence of Staff Member

Address: 02009 Mosaic Lane, Knoxville, Tennessee

Date Occurred: 11-9-2012            Time Occurred: 6:00 p.m. 7:00 a.m.

Nature/Classification of Crime/Incident: Theft from a Motor Vehicle

Disposition: Inactive
Date Reported: 11-15-2012  
**Case Number:** 201211150945

**Location:** Student Lot Q - Morristown

**Address:** 500 S. Davey Crockett Parkway, Morristown, Tennessee  37813

**Date Occurred:** 11-15-2012  
**Time Occurred:** 1:00 – 11:00 p.m.

**Nature/Classification of Crime/Incident:** Theft from a Motor Vehicle

**Disposition:** Inactive

---

Date Reported: 12-19-2012  
**Case Number:** 201212191510

**Location:** Jack E. Campbell College Center - Morristown

**Address:** 500 S. Davey Crockett Parkway, Morristown, Tennessee  37813

**Date Occurred:** 12-19-2012  
**Time Occurred:**

**Nature/Classification of Crime/Incident:** Intimidation by Telephone

**Disposition:** Inactive
### SEVIERVILLE

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Location</th>
<th>Address</th>
<th>Case Number</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Nature/Classification of Crime/Incident</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-12-2012</td>
<td>Student Lot B - Sevierville</td>
<td>1720 Old Newport Highway, Sevierville, TN 37876</td>
<td>201212120800</td>
<td>12-12-2012</td>
<td>10:30 – 11:59 p.m.</td>
<td>Vandalism</td>
<td>Inactive</td>
</tr>
<tr>
<td>12-14-2012</td>
<td>Student Lot C - Sevierville</td>
<td>1720 Old Newport Highway, Sevierville, TN 37876</td>
<td>201212140700</td>
<td>12-14-2012</td>
<td>10:30 – 11:59 p.m.</td>
<td>Vandalism</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
“If you see something, say something.”
DAILY CRIME LOG
Contact Campus Police
To send anonymous crime tips to campus police follow this link: Crime Watch
Reporting Period: January – December 2012

WHITE PINE
☒ No Reported Incidents This Reporting Period

<table>
<thead>
<tr>
<th>Date Reported:</th>
<th>Case Number:</th>
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<tbody>
<tr>
<td>Location:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Date Occurred:</td>
<td>Time Occurred:</td>
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<tr>
<td>Nature/Classification of Crime/Incident:</td>
<td></td>
</tr>
<tr>
<td>Disposition:</td>
<td></td>
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</tbody>
</table>
### WALTERS STATE COMMUNITY COLLEGE
Campus Fire Log for Residential Facilities

Calendar Year **2012**

Residential Facility : WSCC Greeneville Campus, 215 North College Street, Greeneville, Tennessee 37743

- No Reported Incidents This Reporting Period

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Cause of Fire</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
<th>Total Number of Fires</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
## WALTERS STATE COMMUNITY COLLEGE

### Campus Fire Safety Inspection/Testing Log

#### Calendar Year 2012

**Campus Housing Facility Location:** Greeneville Campus, 215 North College Street, Greeneville, Tennessee 37743

<table>
<thead>
<tr>
<th>Fire Alarm Monitored by Monitoring Service 24/7</th>
<th>Date Inspected</th>
<th>Fire Alarm Function Checks</th>
<th>Smoke Detection Systems</th>
<th>Full Sprinkler System</th>
<th>Partial Sprinkler System</th>
<th>Evacuation Plans/Placards Posted</th>
<th>Number of Evacuation Drills to be Conducted per Year</th>
<th>Fire Extinguisher Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallaher</td>
<td>August 2012</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
<td>Posted in Corridors</td>
<td>2</td>
<td>Monthly</td>
</tr>
<tr>
<td>Gallaher</td>
<td>August 2012</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
<td>Posted in Corridors</td>
<td>2</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

*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-2012