



WALTERS STATE
COMMUNITY COLLEGE

2023 Annual Campus Security & Fire Safety Report



*Includes 2022, 2021, 2020 Crime & Fire
Statistics*

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SECTION I

INTRODUCTION & CLERY ACT DISCLOSURE

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

The Walters State Community College Campus Police Department in conjunction with various departments around the institution prepare the Annual Security & Fire Safety Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. Currently, the Chief of Campus Police serves as the Clery Coordinator. Institutional leadership works along with the Clery Coordinator in leading the College toward safety and Clery compliance standards.

The ASR includes statistics for the previous three years concerning reported crimes that occurred within the defined Clery Geography of the Morristown, Niswonger, Sevierville, Newport and Claiborne campuses and in certain off-campus buildings or property owned or controlled by the College, as well as identified public property adjacent to and/or accessible from the campuses. The ASR also includes fire safety and statistics information for any on-campus student housing facilities, as well as various required policy statements on campus security, timely warning, emergency notification, and the reporting of crimes (to include sexual assault, etc.). The Annual Security & Fire 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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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Crime Awareness and Campus Security Act of 1990 Higher Education Act of 1965 Violence against Women Reauthorization Act of 2013 The Handbook for Campus Safety and Security Reporting, USDOE |

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

PURPOSE

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

POLICY

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

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

ANNUAL SAFETY REPORT (ASR)

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

SECTION II

LAW ENFORCEMENT AND SAFETY ON CAMPUS



Campus Safety
Law Enforcement and Safety on Campus

WSCC Policy: 09:27:00

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

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PURPOSE

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

POLICY STATEMENT

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

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

LAW ENFORCEMENT ON CAMPUS

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

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

In addition, the college employs non-certified safety officers who have the responsibility of conducting various safety equipment checks, complete reports and perform patrol duties.

WORKING RELATIONSHIP WITH LOCAL LAW ENFORCEMENT

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

CAMPUS SAFETY OFFICERS

The college also employs non-certified safety officers. Safety officers provide foot and vehicle patrols of campus areas and perform non-police related safety services. Safety officers are responsible for conducting the following safety assignments and safety equipment checks:

1. Fire extinguishers
2. AEDs
3. Emergency telephones
4. Lighting assessments
5. Building and grounds safety assessments
6. Securing of work areas and buildings

CLERICAL STAFF

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

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

PURPOSE

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

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

POLICY STATEMENT

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

DEFINITIONS

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

POLICE AUTHORITY TO ENFORCE LAWS

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

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

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

LIMITATION OF CAMPUS POLICE AUTHORITY

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

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

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

COMPLIANCE WITH CONSTITUTIONAL REQUIREMENTS DURING A CRIMINAL INVESTIGATION

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

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

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

ALTERNATIVE TO ARREST

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

Examples include:

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

USE OF WARNING AS AN ALTERNATIVE TO ARREST

The use of a warning may sometimes provide a satisfactory solution to a problem. The most common type warning occurs relative to traffic offenses, but occasionally may be applied to certain minor criminal offenses. In determining if a warning should be issued, the officer should consider the following:

1. Seriousness of the offense
2. The likelihood that the violator will heed the warning
3. The reputation of the violator; i.e., known repeat offender, has received previous warnings, etc.
4. When it is in the best interest of maintaining order
5. Institutional policy and department procedure
6. Legal requirements placed on the officer

THE FORMULATION OF PROBABLE CAUSE FOR ARREST

Probable cause for arrest exists when an officer has acquired knowledge that would lead a reasonable and prudent person to believe that a crime has been or is being committed and that the person to be arrested has committed or is committing the crime in question. When establishing probable cause, the officer will usually consider the following items of criteria:

1. The personal, direct observation by the Campus Police officer
2. Information received from another officer
3. Information received from a witness
4. Information received from the victim
5. Information received from an informant
6. The suspect's response
7. Incriminating statements
8. Erroneous statements
9. Contradictory statements
10. Evasive answers
11. The flight of the suspect
12. Attempt to hide or avoid detection
13. Presence at or near the crime scene
14. Time of day and nature of the area
15. The Campus Police officer's knowledge of a suspect's prior history

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

PURPOSE

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

POLICY

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

FOOT PATROLS

Walters State Campus Police and Safety officers conduct regular/daily foot patrols in buildings and around campuses. The focus of these patrols is to provide a safe and secure environment for educational and business productivity. The goal is to maintain police presence throughout the day and evening.

VEHICLE PATROLS

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

PATROL AREAS

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

CALLS FOR SERVICE

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

OTHER DUTIES

Campus Police and Safety Officers are assigned various other duties/responsibilities in addition to patrol of the campus. It will be necessary for officers to prioritize work time during their shift to accomplish tasks, which they are assigned and balance their time appropriately with regard to patrol and completion of other assignments. Other duties include but are not limited to:

1. Provide non-emergency assistance to students, staff and visitors in any way possible and as resources permit
2. Parking assistance and enforcement
3. Public relations
4. Answering calls for service
5. Investigation of incidents or offenses
6. Report writing
7. Records keeping
8. Completion of safety checks
9. Completion of daily reports
10. Other duties as assigned

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

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

PURPOSE

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

POLICY STATEMENT

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

EMERGENCY TELEPHONE NUMBERS

Table 11
Emergency Telephone Numbers

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

CRIMINAL ACTIVITY OFF CAMPUS

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

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

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

PURPOSE

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

POLICY

Walters State Community College encourages students, employees and visitors to be aware of their responsibility for their own safety and the safety of others when on campus. To assist in crime prevention efforts, Walters State employs full and part-time certified police officers to provide police services at all campus locations. Officers conduct foot and vehicle patrol. Bicycle patrol is also a patrol option as certified staff are available.

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

DRUG AND ALCOHOL AWARENESS AND PREVENTION PROGRAMS

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

1. Drug/Alcohol Education Programs are coordinated through the colleges Counseling and Testing Department. Throughout the year, the department provides a continuum of prevention services to the students and employees. This includes coordinating awareness activities and programs. The department also serves as a resource center for information in the form of brochures and pamphlets.

2. WSCC participates in health information fairs at least twice each year. The purpose of the fairs is to provide information and displays on a wide variety of health topics, including prevention and treatment of drug and alcohol illness.
3. The major focus of alcohol and drug awareness activities at WSCC are planned and implemented to coincide with student appreciation dates scheduled at all campuses. The counseling and testing staff hand out information which may include the Drug-Free Campus policy.
4. WSCC staff work closely with local Health Councils to participate in scheduled activities.
5. WSCC has counselors available for all campuses to provide individual substance abuse counseling to students and employees. In Greeneville and Sevierville, the counselors displayed an alcohol awareness table in the lobbies of the college. The college is an active participating member of CHASCO (Coalition for Healthy and Safe Campus Communities) which provides strategies and resources for A&D prevention efforts on college campuses. www.tnchasco.org.
6. Staff/Students receive Sexual Assault prevention training, which includes information on the correlation between alcohol use and assaults.
7. WSCC works with the Tennessee Coalition to End Domestic and Sexual Assault to conduct presentations with the student athletes centered around consent. They also discuss the relationship between alcohol, substances, and sexual assault.
8. Campus police officers also distribute information relative alcohol and drug awareness during student appreciation events and schedule activities for students to participate in that simulate being under the influence.
9. Campus police consistently enforce policies and state laws relative to violations. They also plan activities to discourage drinking and distracted driving and provide awareness information.
10. Parking permits are not required for students, however, employee parking permits are issued with the message "PLEASE DON'T TEXT, DRINK, AND DRIVE". Permits are issued through the campus police department.

DOMESTIC, DATING AND SEXUAL VIOLENCE PREVENTION PROGRAMS

The Counseling and Testing Center offers domestic, dating and sexual violence prevention programs:

1. The Tennessee Coalition to End Domestic and Sexual Assault conducted a presentation and spoke with the student athletes and coaches about consent.
2. WSCC continues to work with the Green Dot Program.
3. Continue to work the CEASE to End Domestic and Sexual Assault Inc. (two employees are on the Board)
4. Free movie night presented a viewing of "The Hunting Ground".
5. Discussions on recognizing domestic violence signs and discussion of resources to get help were held in several classes.
6. Several employees attended the Title IX Summit and the University of Tennessee
7. Counseling Department provided counseling during the musical, "Heathers" for anyone triggered by the content in the musical.

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

PURPOSE

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

POLICY STATEMENT

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

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

OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSON

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

Appropriate campus administration and staff will be notified of the investigation and attempts of Campus Police to locate the student.

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

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

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

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

PURPOSE

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

POLICY STATEMENT – WSCC DRUG FREE CAMPUS/WORKPLACE

It is the policy of this institution that the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of alcohol and/or illegal drugs on the Walters State Community College campus, on property owned or controlled by the college, or as a part of any activity of the college is strictly prohibited. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions set forth in the applicable sections of this policy.

Good Faith Effort

The College is responsible for making a “good faith effort” to establish and maintain a drug-free campus and workplace by following the steps enumerated in this policy. This effort requires the cooperation and support of each faculty member, student and staff employee in maintaining a “Drug-Free Environment” at Walters State Community College.

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 of 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.

A. 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 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 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified 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 21, such offense being classified a Class A misdemeanor. (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)

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 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 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified 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 21, such offense being classified a Class A misdemeanor. (S39-15-404) The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)

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

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

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

DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

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 five counseling sessions are free of charge for employees and their immediate family members. Additional information can be found at "Here 4 TN" website. Appointments for counseling are made by calling 1-855-437-3486.

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 supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the Executive Director for Human Resources.
- 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. In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:
 1. Probation.
 2. Strongly encouraged to participate in a drug/alcohol counseling or rehabilitation program.
 3. Suspension.
 4. Referral for possible prosecution.
 5. Expulsion from school.
 6. Other appropriate disciplinary actions.

In addition to the above, students may be required to participate in, and satisfactorily complete, a substance abuse program or rehabilitation program. As a condition for receiving federal Title IV financial aid, each student must certify that he/she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and must notify the Executive Director of Financial Aid of any conviction within five days after such conviction. A student convicted of violating the regulation may lose his/her federally funded financial aid.

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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | TBR policy 7:01:00:00 and P-085, 39-17-1309, 39-17-1351, and 39-17-1359 |
| Location Maintained: | http://www.ws.edu/student-services/campus-safety/crime-reports/ |

PURPOSE

To establish institutional policy and procedures implementing Tennessee laws and TBR policy relative to weapons on campus and full-time employees' rights to carry concealed firearms on TBR institution property.

Applies to: TCATs, Community Colleges, Universities, System Office

DEFINITIONS

1. **Carry** - means to physically transport a firearm or other weapon on or about the body.
2. **Concealed** - means not visible to ordinary observation
3. **Employee** - means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. "Employee" does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 7:01:00:00.
4. **Full-time Employee** - includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, who has a regular work week of at least 3.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODIFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. "Full-time Employee" does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor's employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.
5. **Enrolled as a Student** - as used in the definition of "Full-time Employee" means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. "Enrolled as a Student" does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
6. **Firearm** - means any weapon designed made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
7. **Handgun** - means any firearm with a barrel length of less than twelve inches (12") that is designed, made or adapted to be fired with one (1) hand.
8. **Institution Property** - means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
9. **Motor Vehicle** - mean a motor vehicle as defined by T.C.A. 55-1-103

10. **On or About the Person** - means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times.
11. **Parking Area** - means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
12. **Possess** - means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee's motor vehicle, desk, lunchbox, locker, tool kit, bag, purse, cabinet, or office.
13. **Student** - means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period, which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution.
14. **Valid Handgun Carry Permit** - means a current handgun carry permit issued by the State of Tennessee under T.C.A. 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. 39-17-1351(r).
15. **Weapon** - means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

POLICY

I. GENERAL PROHIBITION

Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. 39-17-1309)

II. Exceptions for Employees with Valid Handgun Carry Permits.

A. In accordance with T.C.A. 39-17-1309 (e)(9) and subject to the limitations set forth in this policy, full time employees who possess a valid handgun carry permit issued under T.C.A. 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, or to disclose to other employees, students or third parties that they are carrying a handgun, except for the registration required in subsection 4, below.

1. Full-time employees who intend to exercise this right to carry handgun must first register with the law enforcement agency or agencies designated by their employing institution to receive that registration. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus.

For convenience Walters State, campus police have streamlined the registration process to provide the most confidentiality possible. Full time employees should complete the registration forms provided at: <http://ws.edu/student-services/campus-safety/carry-permit/>. Print and review a copy of the "Handgun Carry Policy" and the associated laws. Complete, print, and sign

the registration forms, provide a copy of a valid handgun carry permit, and a copy of a valid driver's license. Forward all information to the director of Campus Police and Emergency Preparedness at the Morristown campus. Registration information will be reviewed and validation of the handgun carry permit will be verified through the Department of Safety. Once validation is verified, a WSCC handgun carry registration card will be issued. Campus police will inform local law enforcement of the intent to carry on the campus where employed. Therefore, it will not be necessary for you to report to the local law enforcement agency in the campus jurisdiction. **DO NOT** carry your weapon until you receive the WSCC registration card.

Hard copy registration packets are available at each campus police department as well.

2. The registering employees' names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
3. The institution's designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.
4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly registered employees of all sharing institutions may carry on the shared property.
5. Full-time employees who elect to carry a handgun under T.C.A. 39-17-1309 (e) (9) shall have their valid handgun carry permit and WSCC registration card in their immediate possession at all times when carrying a handgun and shall display the permit and registration card on demand of a campus or local law enforcement officer.
6. Part-time employees may not carry a handgun on institution property, even if they have carry permits.
7. The institution's designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. 39-17-1309 (e) (9). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.

For convenience Walters State, campus police have streamlined the registration process to provide the most confidentiality possible. Full time employees should complete the registration forms provided at: <http://ws.edu/student-services/campus-safety/carry-permit/>. Print and review a copy of the "Handgun Carry Policy" and the associated laws. Complete, print, and sign the registration forms, provide a copy of a valid handgun carry permit, and a copy of a valid driver's license. Forward all information to the director of Campus Police and Emergency Preparedness at the Morristown campus. Registration information will be reviewed and validation of the handgun carry permit will be verified through the Department of Safety. Once validation is verified, a WSCC handgun carry registration card will be issued. Campus police will inform local law enforcement of the intent to carry on the campus where employed. Therefore, it will not be necessary for you to report to the local law enforcement agency in the campus jurisdiction. **DO NOT** carry your weapon until you receive the WSCC registration card. Hard copy registration packets will be available at each campus police department as well.

8. Employees who elect to carry a handgun under T.C.A. 39-17-1309 (e)(9) are not permitted to carry a handgun at the following times and at the following locations:
 - a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts, plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.
 - b. Formal meetings regarding employee or student disciplinary matters.
 - c. Formal meetings regarding tenure issues.

- d. A hospital, or an office where medical or mental health services are the primary services provides, such as a clinic, student health center or a mental health counseling center
 - e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to
 - i. On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. *(Source: Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers);*
 - ii. In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. *(Source: T.C.A. 39-17-1309);*
 - iii. In or on any building, bus, campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by a private institution of higher education that prohibits possession of firearms on its property. For example, if your institution operates a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution. *(Source: T.C.A. 39-17-1309);*
 - iv. A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field *(Source: T.C.A. 39-17-1311);* and
 - v. A federal facility. *(Source: 18 United States Code 1930)*
 - f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.
 - g. In any motor vehicle that is owned, operated, or controlled by a TBR institution and that is provided to an employee for use during the course of employment. The Chancellor may grant an exception to this prohibition to Presidents and Directors who are provided a TBR vehicle under the terms of their employment agreement.
9. The employee shall not possess a handgun:
- a. While under the influence of alcohol or any controlled substance or controlled substance analogue *(Source: T.C.A. 39-17-1321);* or
 - b. While consuming liquor, wine, beer, or other alcoholic beverage within the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises. *(Sources: T.C.A. 39-17-1321)*
- B. An employee who is the holder of a valid handgun carry permit recognized in Tennessee may, unless expressly prohibited by federal law, may transport and store a firearm or firearm ammunition in the permit holder's motor vehicle while on or utilizing a parking area if:
- 1. The employee's motor vehicle is parked in a location where it is permitted to be, and
 - 2. The firearm or ammunition being transported or stored in the motor vehicle:
 - a. Is kept from ordinary observation if the employee is in the motor vehicle; or
 - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the employee's motor vehicle or a container securely affixed to such motor vehicle if the employee is not in the motor vehicle
 - 3. An employee transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this paragraph does not violate this policy or the law if the

firearm or firearm ammunition is observed by another person or security device during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.

- C. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. 39-17-1309 (e)(9) and this policy must have the handgun either:
 - 1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
 - 2. Secured in their personal motor vehicle in accordance with T.C.A. 39-17-1309

III. Other Exceptions to the Prohibition on Weapons

- A. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
- B. A non-student adult may possess a firearm; if the firearm is contained within; a private vehicle operated by the adult and is not handled by the adult, or by any other person, while the vehicle is on institution property.
- C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons, may possess the weapons required by the orders.
- D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
- E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
- F. POST – certified, active duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.

IV. Right to Search for Weapons

Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises. **Such searches may only be conducted by law enforcement officers.**

V. Disciplinary Sanctions

Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property shall result in disciplinary action, up to and including immediate termination of employment.

VI. Limitations of Liability

- A. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. 39-17-1309 (e)(9) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee who carries a handgun on property owned, operated or controlled by the TBR institution at which the employee is employed is not:
 - 1) Acting in the course of or scope of their employment when carrying or using the handgun;

- 2) Entitled to workers' compensation benefits under T.C.A. 9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
 - 3) Immune from personal liability with respect to use or carrying of a handgun under T.C.A. 9-8-307(h).
- B. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. 39-17-1309(e)(9).

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

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

PURPOSE

To verify the accuracy of information on an employment application that has been provided by final candidates or employees who are hired, promoted, reclassified, or transferred to ensure that individuals selected or retained possess the qualifications to perform the duties of the position.

Policy - Background Checks

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.

- A. Pursuant to Tennessee Board of Regents (TBR) Guideline No. P-010, Personnel Transactions and Recommended Forms, background checks of candidates recommended for employment will be conducted. Circumstances may also arise for which background checks of current employees will be necessary in order to determine whether their employment status with the institution should be changed. This process is necessary to ensure that individuals are selected or retained who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the institution. Background checks may include, but not be limited to the following: County Criminal Records, Driving Record, National Criminal Records check, and Social Security number verification for all employees; Verification of Education (highest degree) for all faculty members and other professional staff; and Sexual Offender Registry for any employee who will be working with minors. The guidelines that govern the Federal Work Study program require that seven percent of the total allocation be used to employ students in community service jobs. The institution may arrange for these students to be placed on campus or with other agencies or other organizations outside the institution, if in the public interest. As a result, any Federal Work Study student fulfilling the community service component of that funding must consent to a background check. The institution will be responsible for paying for the required background check.
- B. Individuals subject to background checks must be made aware of this practice at the earliest possible stage in the employment process. Appointment of or continued employment in a specified position is contingent upon an acceptable background check, and any written offer of employment must contain notice of this contingency.
- C. Independent contractors hired to provide services, or whose responsibilities require similar access to grand master key/fobs, money, security-sensitive areas, and confidential information; positions that have the

capability to create, delete, or alter records; and positions that are responsible for the care or instruction of children may also be subject to background checks.

- D. The Office of Human Resources is responsible for ensuring that the Release Authorization and Fair Credit Reporting Act Disclosure Form required by the Fair Credit Reporting Act (FCRA) is completed.
- E. No background check may be requested until this form is completed. If the candidate/employee refuses to sign the Release Authorization and Fair Credit Reporting Act Disclosure Form, no further consideration will be given to this candidate/employee.
- F. The Office of Human Resources will electronically send the background check request to the background check agency. The background check agency will normally respond within three days of receipt of the form.
- G. Once results of the background check are received, if there is any part of the check that is not clear, the Executive Director for Human Resources, in conjunction with the president and appropriate staff from the hiring department, will review and evaluate the information. If the background check contains information upon which it is determined that the candidate/employee does not possess the qualifications or characteristics necessary to perform the duties of the position most effectively or would not be the best candidate to serve the institution in the position, an offer of employment, promotion, reclassification, or transfer should not be made.
- H. In all instances where information is obtained that would disqualify the candidate/employee or, make him/her a questionable risk for hire, promotion, reclassification, transfer or continued employment, the Executive Director for Human Resources will discuss the information with the assistant vice chancellor of Human Resources and the TBR Office of General Counsel to ensure the decision is fair and legal based upon the information.
- I. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process. Only criminal convictions or pleas of nolo contendere will be considered in determining a candidate /employee's suitability for employment or continued employment. In determining suitability for employment where there is a record of criminal conviction, consideration shall be given to such issues as the specific duties of the position, the number of offenses and circumstances of each, how long ago the conviction occurred, whether the circumstances arose out of an employment situation, and the accuracy of the explanation on the application.
- J. If adverse action is to be taken based in whole or in part on the information obtained from the background check, additional provisions of the Fair Credit Reporting Act (FCRA) must be followed. Prior to taking adverse action, the Office of Human Resources must provide the candidate/employee with a copy of the background check report, along with a summary of rights. After the adverse action is taken, the candidate/employee must be given an adverse action notice.
- K. The background check agency conducting the background check will charge a fee for each check conducted. The total cost of each background check will be charged to the hiring department's account. The invoice, once received, will be forwarded to the accounts payable department for processing.
- L. Background check results (regardless of whether or not the person was employed) will be kept in separate notebooks in the Office of Human resources.
- M. The steps herein outlined for employment background checks may also apply to individuals under contract for personal, professional, or consulting services in accordance with TBR Guideline G-030.

The first three steps of the process will be as described above in sections 1 through 3. The following steps will vary from those described above as follows:

- Step 4. The office of Planning, Research and Assessment will be responsible for ensuring that the Release Authorization and Fair Credit Reporting Act Disclosure Form required by the Fair Credit Reporting Act (FCRA) is completed and forwarded to the Office of Human Resources.
- Step 6. The results of the background check will be reviewed and evaluated by the Executive Director for Human Resources in conjunction with appropriate staff.
- Step 10. The fees for the background check will be charged to the department initiating the request for the contract.
- Step 11. The Office of Business Affairs will serve as the custodian for the records for background check results related to personal, professional, or consulting services. For the purposes of this institutional policy, the results of the background checks will be valid for a period of one calendar year from the date of receipt.

The following statement will be added to the contract template for personal, professional, and consulting services where the institution has deemed a criminal background check should be a prerequisite to engaging the consultant:

"If the Contractor is an individual, the Contractor agrees to a Criminal Background Check to be conducted at the expense of the Institution prior to commencement of work to be performed under the terms of this Agreement. The Contractor acknowledges that the Institution has the right to cancel this Contract if the background check contains information upon which it is determined that the Contractor does not possess the qualifications or characteristics necessary to perform the services specified in this Agreement. The Contractor has the right to review the results of the background check by submitting a written request to the Institution."

SECTION III FACILITIES ACCESS



Policies and Procedures Manual
Access to and Use of Campus Property and Facilities
(Non-Rental)

WSCC Policy No. 08:14:00

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

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

I. PURPOSE

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

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

II. POLICY

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 that is not an "affiliated entity or individual."

4. **Non-affiliated Individual** - Any person who is not an "affiliated individual."
5. **Student** - a person who is currently registered for a credit course or courses, non-credit course or program at the institution, including any such person during any period, which follows the end of an academic period, which the student has completed until the last day for registration for the next succeeding regular academic period.
6. **Normal Educational Activities**- Activities that occur outside of the classroom to enhance and continue student learning and project completion. They include, but are not limited to, the following: small group study sessions (whether organized by students, tutors, college administrators or faculty), review sessions, open labs, student-teacher conferences and students working together on class projects.

III. ACCESS TO CAMPUSES AND USE OF PROPERTY/FACILITIES

A. Access to Facilities and Prioritized Users

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

All requests/applications for use of campus facilities or property should be submitted to the Assistant Director of Facilities Scheduling and Auxiliary Services. 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 Assistant Director of Facilities Scheduling and Auxiliary Services.

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

B. Use of Facilities by Affiliated Entities and Affiliated Individuals

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

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

3. Where appropriate, affiliated individuals or affiliated entities wishing to use campus property or facilities for activities or events, other than for official institutional, administrative, or normal educational activities, must

submit a written request to their vice president through their reporting supervisor to obtain written permission for the activity.

- a. Students working independent of a recognized student organization must obtain written permission from the vice president for Student Affairs.
 - b. Individual faculty must obtain written permission from the vice president for Academic Affairs.
 - c. Staff members must obtain written permission from the vice president of their respective department.
 - d. Requests for activities taking place on the Greeneville, Sevierville, or Claiborne campuses must be approved in writing by the respective campus dean/director, rather than a vice president.
 - e. Requests for activities taking place at the Great Smoky Mountains Exposition Center must be approved in writing by the center's Executive Director for Human Resources.
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. The coordinator of Facilities Scheduling shall keep copies of all written requests, along with approvals or disapprovals.
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 is encouraged to 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.

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

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

1. The activity must be held in the following assigned areas, unless otherwise specified:

- a. Morristown Campus - College Center Building - Lobby-first floor
- b. Claiborne County Campus - Parking Lot
- c. Expo Center - Covered Warm-Up Ring
- d. Greenville Campus - College Street Parking Lot
- e. Sevier County Campus - Maples Marshall Hall Patio

These areas are highlighted on the appropriate site map.

- 2. Participants in the activity must remain in the assigned area.
- 3. The activity may not take place in a classroom, library, or other academic building or facility.
- 4. The activity may not take place in an administrative area, employee office or work area.
- 5. Any literature distributed on campus must comply with all applicable local, state, and federal laws and regulations, as well as rules and policies of WSCC and TBR.
- 6. No obscene literature or material, as defined by law, shall be distributed on campus.
- 7. The activity may not block the flow of pedestrian or vehicular traffic.
- 8. Participants may not make physical contact with others.
- 9. Participants must leave the area free of debris and litter.

10. Sound amplification is not permitted, unless expressly authorized per WSCC 08:14:01.
11. No WSCC equipment is to be used during the activity.
12. The activity must not interfere with scheduled WSCC-sponsored activities.
13. All WSCC and TBR policies, 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.

None of the guidelines set forth herein are intended to impede the rights of students and faculty provided under policy number 00:00:00.

- A. 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, affiliated individuals, 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.

B. 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. Other types of insurance in such amounts as are designated by WSCC.

- b. A performance bond or insurance guaranteeing or insuring performance of its obligations under the contract and/or
 - c. Personal injury and property damage insurance coverage;
 - d. Adequate bond or other security for damage to the property or facilities;
8. WSCC reserves the right to identify specific facilities, uses, or events for which bond, security, and/or liability insurance will be required. In setting its policy, the College may consider the nature and uses of particular facilities and/or locations on campus and the anticipated event size or attendance for any use of campus facilities and/or property. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.
 9. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to WSCC and TBR rules, regulations, policies and procedures regarding traffic and parking.
 10. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
 11. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
 12. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested in writing and approved by the President or designee, pursuant to the requirements of this policy and/or other applicable College policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
 13. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution, and students will be subject to WSCC disciplinary sanctions.
 14. College property and facilities may not be used by any non-affiliated entity/individual for the conduct of profit-making activities except when engaged in a business relationship, pursuant to a contract, with the College and/or when a rental or lease agreement is in place specifically for such temporary purpose.
 15. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization, or individual, which violates any provision of TBR policy, WSCC policy, local, state, or federal law or regulation.

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

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

I.PURPOSE

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

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

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

II.POLICY

I. General Guidelines

- A. A list of the facilities available for rental and the rental charges are shown in section IV. Any facility not listed is unavailable for rental.
- B. To apply for use of facilities at any campus location, individuals must submit a completed Facility Usage Application to the director for facilities scheduling as indicated on the application. Requests for use of facilities at the Great Smoky Mountains Expo Center must be coordinated through the Executive Director of that facility.

- C. 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 less than 20 business days prior to the requested date(s), but may not be able to accommodate late-filed requests.
- D. When applying to use any of the college's facilities:
 - 1. All non-profit groups will be required to provide proof of non-profit status.
 - 2. Local business and civic organizations may use college facilities for group activities that serve the community or are not of a profit-making nature.
 - 3. Any activity that is scheduled must be consistent with college policies.
 - 4. Approval of a request for use of any WSCC facility is at the sole discretion of the college.
- E. If the space is available, college facilities may be reserved during times when the appropriate college staff are available to provide access to the facilities.
- F. Priorities for the use of college facilities:
 - 1. Credit classes,
 - 2. Non-credit classes and programs,
 - 3. College-sponsored activities,
 - 4. All other requests.
- G. 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 in section IV) as, but not limited to, the following:
 - 1. Room rental.
 - 2. Damages to equipment or facilities.
 - 3. Additional college personnel needed for the event, including technical, custodial, electrical, and security staff.
 - 4. Technical equipment and supplies.
- H. Scheduling of Facilities:
 - 1. The director of facilities scheduling is responsible for receiving and processing all applications for use of any campus facilities except the Expo Center, by businesses and organizations not affiliated with the college, and will make all necessary arrangements regarding security and cleaning.
 - 2. The Executive Director of the Expo Center and/or appropriate vice president will review requests for use of the facilities and recommendations relative to approval or denial of the request will be made to the president, who is the final approving authority.

3. 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 III, 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.
 4. 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.
- I. **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.
- J. **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.
- K. **Miscellaneous:**
1. The use and/or possession of alcoholic beverages on college owned or controlled property is prohibited.
 2. The college's Office of Communications & Marketing 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.
 3. 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 from the Office of Information & Educational Technologies 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.
 4. 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.
 5. WSCC has food service providers on the Greeneville, Morristown, and Sevierville campuses, as well as, the Expo 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.

II. 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, these 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.

- A. Building codes, fire codes, and safety standards applicable to a particular facility and/or property must be met.
- B. All WSCC and TBR rules and/or policies must be followed.
- C. 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.
- D. Any rental of college equipment must follow the appropriate college policy and/or procedure.
- E. 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.
- F. All individuals and/or entities using college facilities pursuant to this policy indemnify WSCC, and understand that the college may require:
 - 1. Adequate bond or other security for damage to the property or facilities;
 - 2. Personal injury and property damage insurance coverage;
 - 3. A performance bond or insurance guaranteeing performance of its obligations under the contract; and/or
 - 4. Other types of insurance in such amounts as are designated by WSCC.
- G. 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.
- H. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
- I. 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.
- J. 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.
- K. 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.
- L. WSCC shall have the right to terminate the use of campus facilities or property by any group, organization or individual in violation of any provision of this policy, college policy, local, state, or federal law or regulation.

III. 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:

- A. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
- B. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
- C. 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;
- D. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
- E. 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;
- F. The applicant has previously violated any conditions or assurances specified in a previous registration application;
- G. The facility or property requested has not been designated as available for use for the time/date;
- H. 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;
- I. 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;
- J. 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;
- K. The activity conflicts with existing contractual obligations of the institution;
- L. 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 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;
- M. 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;
- N. A determination that software required for an event cannot be provided or installed by the college;
- O. The college cannot accommodate the activity within the requested timeframe.

IV. Facility Rental Rates

WSCC - Morristown Campus
GRNV - Greeneville Campus
WSSC - Sevierville Campus

WSCE - Claiborne County
EXPO - Expo Center

- A. Walters State Community College events are given priority over all other requests. Unused facilities may be available for rental.
- B. The following list is provided as a guideline for charges for use of facilities.
- C. User must comply all applicable state, federal or city laws and regulations, and with the policies and guidelines of the TBR and WSCC.
- D. Extra charges for post event clean up may be imposed if necessary.
- E. Smart classrooms include the use of the technical equipment in room and a 15-minute training session on how to use the equipment. (Training sessions should be scheduled during regular WSCC working hours of 8:00 a.m. - 4:30 p.m. Access to equipment may not be allowed without training session.)
- F. Technical requirements for non-classroom locations must be negotiated in advance. If technical equipment is requested an IT technician is required to be on site during the event.
- G. Only campus-licensed software already installed in computer labs may be used. No other software may be installed.
- H. If you have any questions, please call 423-318-2723.

| <u>Facility</u> | <u>Site</u> | <u>Charge</u> |
|--|-------------|--|
| Humanities Theater (seats 250) | WSCC | \$1000.00 per day (based upon availability) plus support staff as required. |
| International Lyceum | WSCC | \$1,000.00 per day + support staff as required |
| TECH 150-Auditorium (seats 130) | WSCC | \$600.00 per day + \$25 per hour Facility Mgr. |
| "Z" Buda Gymnasium (seats 1,452 / 600 floor) | WSCC | \$1,000 plus support staff as required. Limited Availability A/V not included |
| Library - Lower Level | WSCC | President Approval Only |
| Library 102 Auditorium - Smart Class Room (seats 37) | WSCC | \$200.00 per 4-hour event |
| Vic Duggins Foundation Room (seats 100) | WSCC | \$1,000.00 per 4-hour event (Limited availability) |
| Greeneville Room 100 Smart Class Room (seats 60) | GRNV | \$500.00 per 4-hour event |
| Cafeteria (seats 100) | WSCC | \$250.00 per 4-hour event |
| Café Patio (seats 40) | WSCC | \$150.00 per 4-hour event |
| Dining Room (seats 60) | WSCC | Negotiable per contract with Culinary Arts |
| Classrooms (seats 20-40) | ALL | \$200.00 per 4-hour event |
| Computer Labs (seats 10-40) *** No user software may be used in the computer labs. | ALL | \$400.00 per 4-hour event Plus Technical support staff during event |
| Conference Room (seats 10-20) | ALL | \$200.00 per 4-hour event |
| Visitor Lobby | ALL | \$50/hr. upon approval - no solicitation allowed (college transfer visits - no charge) |
| Open Fields | WSCC / WSSC | \$250 per day Does not include sport fields |

| Great Smoky Mountains Expo Center | EXPO | We Do Not Give Concession Rights |
|---|------|--|
| Non-Horse Show events | EXPO | \$1,200/day or 12% of ticket sales (greater amount) |
| Include chair set-up and 20 X 40 stage | EXPO | \$1,500/day or 12% of ticket sales (greater amount) |
| Horse Show | EXPO | \$600/day or 12% of ticket sales (greater amount) plus \$100/day clean-up charge |
| Stall Rental | EXPO | 1 Day = \$15 2 Days = \$25 3 Days = \$30 4 Days = \$35 5 Days = \$40 |
| High School Graduations (Includes Stage & Chairs) | EXPO | \$1,500 per event |
| Jefferson Federal Room (Limited Availability) | EXPO | \$100/day |
| Overtime After midnight | EXPO | \$50 per hour after midnight |

| Services | Site | Charge |
|------------------------------------|------|---|
| Custodian/Housekeeping | ALL | \$25 per hour per custodian if necessary |
| Campus Police | ALL | \$25 per hour per campus police officer |
| Electrician | ALL | \$40 per hour |
| IT Technician | ALL | \$50 per hour per technician |
| Smart Board User Training | ALL | Included in rental of Smart Class Room |
| Gym Floor (cover and uncover) | WSCC | \$250.00 (Required for all events) |
| Riser (set up and take down) | WSCC | \$200.00 |
| Small Stage (set up and take down) | WSCC | \$200.00 |
| Large Stage (set up and take down) | WSCC | \$200.00 |
| Tables (set up and take down) | ALL | \$3/each (N/C < 4) (required for banquets) |
| Chairs (set up and take down) | ALL | \$1/each (N/C < 12) (required for banquets) |

V. Guidelines: General Waiver of Fees

When an external organization, in requesting the use of a Walters State Community College facility, meets all of the following conditions, part of the regular college rental fees may be waived if the organization:

- A. Is a non-profit requester (e.g. 501-3c or tax exempt government organization - proof of non-profit status will be required).
- B. Has no admission fee and will not be asking for donations from the audience (unless the requester is a member of the Institution's United Giving Campaign).
- C. Has activities that are closely aligned to the mission of the college, such as an educational organization.
- D. Is making an infrequent request.
- E. Requires no extra college staff such as maintenance, technical or security. (The Institution will charge for these services, if needed.)
- F. Requires little or no college equipment. (The college will charge for these services, if needed.)
- G. Is requesting a time during regular Walters State Community College operating hours of 8:00 a.m. to 4:30 p.m. (Monday through Friday).

In certain situations, fees may be waived for organizations that do not meet the above criteria. Any such requests for approval will be forwarded to the Vice President for Business Affairs.

Walters State Community College will not waive set up or clean up fees for events when such services are required. Walters State must charge for all direct expenses incurred for each event.

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

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

PURPOSE

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

OBJECTIVES

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

GENERAL ACCESS CONTROL GUIDELINES AND RESPONSIBILITIES

Key/fobs and combinations to college buildings and facilities will be issued to individuals upon proper approval in accordance with the *Key/fob Control Policy*. Key/fobs must be issued only to individuals currently employed by the college or otherwise authorized by the President. Security of a college key/fob is the responsibility of the person to whom the key/fob is issued. For emergency preparedness and key/fob security purposes, faculty and staff are encouraged to maintain college key/fobs in their possession at all times. The loss of a college key/fob 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/fob 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 key/fobs must be initiated by completing the *Campus Access Key/fob Request* form. After the *Campus Access Key/fob Request* form is submitted to department and administrative staff for approval and approval is obtained, the request is forwarded to the campus police department for the request to be filled. If all approval signatures are present, the order will be filled. If needed approvals are not present or other necessary information is missing, the request will be returned to the initiator for further processing. Once the key/fob request has been received and filled by campus police staff, the initiator will be notified that the key/fob(s) are ready to be picked up in the campus police office. After key/fob(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/FOB REQUEST APPROVAL

1. The *Campus Access Key/fob Request* form must identify the following information for the person accepting responsibility for the key/fob(s) and to who the key/fob(s) is to be issued:
 - a. Full name, (first, middle and last name)
 - b. Position/title
 - c. Department
 - d. Date of request
 - e. Affiliation to WSCC (staff, faculty, contractor, student, etc.)
 - f. Key/fob request type
 - g. Number of key/fobs requested
 - h. Building
 - i. Room number
 - j. Area description
 - k. Key/fob 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 key/fobs, and replacement of lost or damaged key/fobs must be approved by the following individuals:
 - a. Department Head
 - b. Building/Campus Dean
 - c. Vice President
 - d. President
4. To obtain a building great grand master key/fob, or combination lock codes, complete the justification section of the key/fob request form, or attach an additional sheet if necessary. The president's or campus dean's signatures, in addition to the signatures outlined above, must be secured prior to issue.

PRIVATELY OWNED LOCKS

Privately owned locks generally are not permitted on college facilities doors except for lockers designated for personal use. For circumstances where outside agencies lease college properties and require private locks, a request in writing should be submitted to the president or vice president for business affairs for approval. A key/fob to the private lock must be supplied by the contracting agency to the campus police department for emergency entry purposes.

ISSUANCE OF KEY/FOBS TO: ADJUNCT FACULTY, CONTRACT OR TEMPORARY EMPLOYEES, EMPLOYEES OF ORGANIZATIONS LEASING FACILITIES, OR STUDENTS

Because of the difficulty in tracking and collecting key/fobs 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 key/fobs issued to these individuals. Key/fobs requested for adjunct faculty, contracted or temporary employees, employees of an organization leasing facilities, or students will be placed on the department/division or organization head's key/fob record. The department/division or organization head should maintain a listing of individuals to whom key/fobs are re-issued and collect those key/fobs when no longer needed by the individual.

The department/division or organization head may maintain the key/fobs for re-issue as needed. Key/fobs 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.

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

ISSUANCE OF KEY/FOBS TO CO-HORT PROGRAM COORDINATORS

Because of the difficulty in tracking and collecting key/fobs issued to co-hort program faculty/staff, it is necessary for co-hort program coordinators to request, re-issue, and collect key/fobs issued to these individuals. Key/fobs requested for co-hort faculty will be placed on the co-hort program coordinator's key/fob record. The program coordinator may maintain the key/fobs for re-issue as needed. Key/fobs 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/fob record.

The co-hort program coordinator for building entrance and interior key/fobs should submit a Campus Access Key/fob Request form. The co-hort program coordinator will be responsible for logging and re-issuing the key/fobs to co-hort program faculty as well as retrieving the key/fobs at the end of the teaching term. The *Campus Access Key/fob 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 key/fobs must be received and signed for by the co-hort program coordinator. The co-hort program coordinator should only issue building entrance and interior key/fobs to **currently employed co-hort program faculty**. Key/fobs should not be issued to co-hort program student assistants.

RESPONSIBILITIES OF DEPARTMENT/DIVISION HEADS OR SUPERVISORS

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

1. Approve key/fobs to be issued to full or regular part time employees.
2. Request and approve key/fobs 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 key/fobs 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/fob no longer exists.
4. Insure adjunct faculty members return key/fobs to the department/division head who requested and re-issued them; final payroll disbursement may be held until all key/fobs 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 key/fobs.
 - a. Name of individual to whom key/fob(s) were issued
 - b. Key/fob code number
 - c. Room, building or area to which the key/fob provided access
 - d. Date loss discovered and circumstances concerning the loss

RESPONSIBILITIES OF DEPARTMENT/DIVISION HEADS OR SUPERVISORS

The director of campus police must approve temporary issuance of key/fobs for emergencies or use during special events. The director of campus police will consult with appropriate administrative staff for additional approval as necessary.

RESPONSIBILITIES OF DEPARTMENT/DIVISION HEADS OR SUPERVISORS

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

REQUEST FOR DUPLICATE KEY/FOB/FOB

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

RETURN OF KEY/FOBS

Key/fobs should be returned to the campus police office on the Morristown, Sevierville, or Greeneville campus. Key/fobs may be returned to the Dean at the Claiborne campus or to the Campus Police office on the Morristown campus. It is preferable that the person to whom they were issued; however, exceptions may be warranted return key/fobs. The on-duty campus police officer or the appropriate office for return of all key/fob will write a receipt. A copy of the receipt will be given to the individual returning key/fobs. The key/fob system manager will then remove the key/fobs from the individual's key/fob record.

REQUEST FOR LOCK CHANGE OR RE-KEY/FOBING

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

REMOVAL OF KEY/FOBS/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/fob system such that the building or great grand master key/fob does not allow entry. Requests to have locks removed from the master system will require the completion of the *Campus Access Lock Change/Re-Key/programming* 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/fob system. It is highly recommended that items of a confidential nature be locked in individual locking cabinets to limit access. The number of key/fobs approved for issuance to the area by the department/division head can further limit access to confidential areas or information. The department/division head requesting can establish further control and then re-issuing key/fobs at his/her discretion.

RESPONSIBILITIES OF THE CAMPUS POLICE DEPARTMENT

Individuals who do not possess college key/fobs 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 key/fobs. The duplication of college key/fobs by any other person or department is prohibited. The campus police department may duplicate college key/fobs only upon receiving a properly prepared and approved *Campus Access Key/fob Request* form signed by the appropriate approving officials. In addition, the campus police department will maintain a current record of all key/fobs issued to all full and regular part time staff. The campus police department will maintain an electronic database with information necessary to track key/fobs issued.

CONTRACTORS AND CONCESSIONS

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

INDIVIDUALS NOT EMPLOYED BY THE COLLEGE

Individuals not employed by the institution may complete and submit a *Campus Access Key/fob Request Form*. The vice president for Business Affairs and the president of the college must approve the request based on criteria set forth by these offices. A written justification must also be provided and accompany this request.

APPROVALS

| All Campus Locations | |
|---|---|
| Type of Key/fob | Approvals |
| Great Grand Master | Vice President and President |
| Building Master | President or Campus Dean |
| Departmental Master | Department Head, Building Dean and Vice President |
| Individual Interior Doors | Department Head, Building Dean and Vice President |
| Building Entrance | Department Head, Building Dean and Vice President |
| Key/fob Transfer (Interior Key/fobs Only) | Department Head, Building Dean and Vice President |

SECTION IV CAMPUS GEOGRAPHY



Campus Safety
Campus Geography
WSCC Policy No. 09:07:00

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

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

PURPOSE

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

POLICY

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

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

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

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

DEFINITIONS

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

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

reasonably contiguous to the 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)

- B. **On Campus Student Housing Facility** is 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.
- C. **Non-Campus** is any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the Institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- D. **Public Property** is all public property, including thoroughfares, streets, sidewalks, and parking lots/facilities, that is **within** the campus, or **immediately adjacent to** and accessible from the campus. Non-campus locations do not have public property reporting requirement.
- E. **Other Locations** is other institution-owned or controlled locations and may include satellite, extension or similar types of noncontiguous sites that have an organized program of student and administrative personnel on-site.
- F. **Controlled by** means that the institution rents, leases or has some other type of written agreement (including an informal one, such as a letter or an e-mail) for a building or property, or a portion of a building or property.
- G. **Institution-associated foundation** owns or controls a building or property that is operated in support of, or in relation to, educational purposes.
- H. **Reasonably contiguous** refers to a building or property owned or controlled by the institution that is in a location considered to be, and treated as, an integral part of the main or core campus; that serves the institution's educational purposes, and, is covered by the same security policies as the campus.
- I. **Directly support, or related to, the institution's educational purposes** refer to the function of the building or property.
- J. **Space versus program agreements** require reporting only if there is an agreement for the use of space within a facility. Program agreements for clinical or internships do not have reporting requirements.

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

PATROL AND REPORTING BOUNDARIES

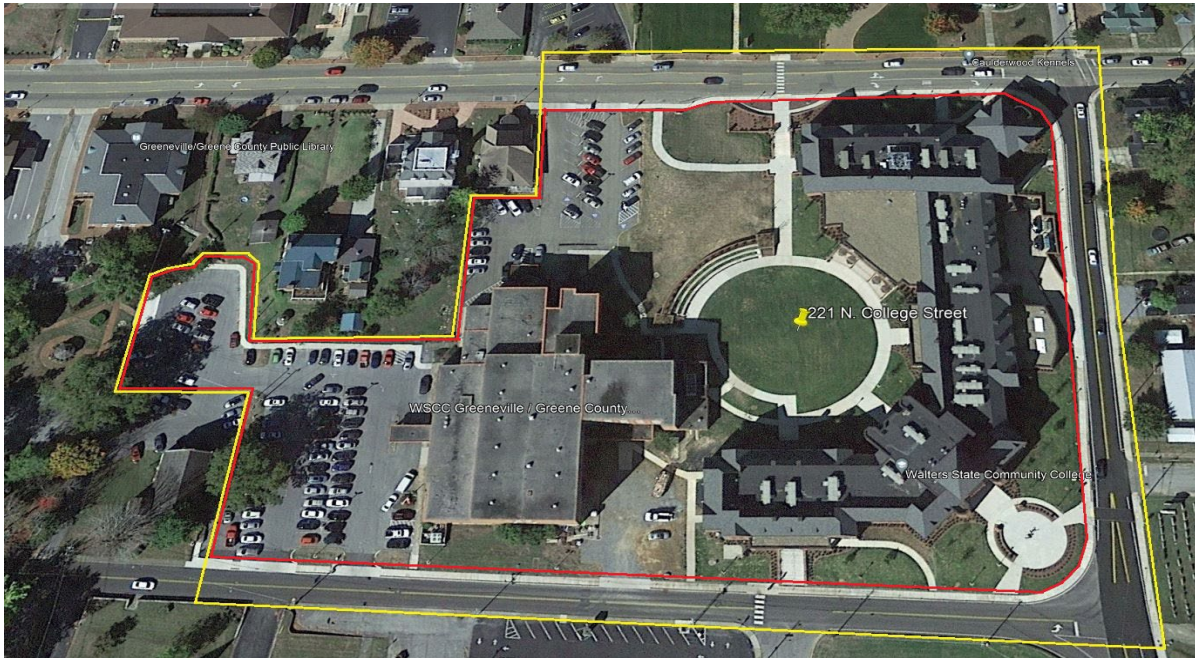
In order to determine proper reporting venues, it is necessary to collect/record the specifics of where an incident/offense occurs. Walters State Campus Police and Safety Officers are responsible for patrol, safety and reporting duties based on the property boundaries of the WSCC campuses and areas specified in a contract for leased or rented facilities. In keeping with Clery Act guidelines, maps which define the patrol and reporting jurisdiction of each campus as well as reporting boundaries are included in Figures 15-28.

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

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

NISWONGER CAMPUS

221 North College Street, Greenville, Tennessee 37743



Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot by Campus Police.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity. Patrolled by Greenville City Police Department

Campus property patrolled by Campus Police Department

TUSCULUM BOULEVARD PARKING

Greeneville, Tennessee 37743

Category: Campus Property



Figure 18
Satellite Campus Property – Tusculum Boulevard Parking - Greeneville

Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot by Campus Police.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity. Patrolled by Greeneville City Police Department


Campus property patrolled by Campus Police Department

J & J WAREHOUSE

4680 West Andrew Johnson Highway, Greeneville, Tennessee 37743



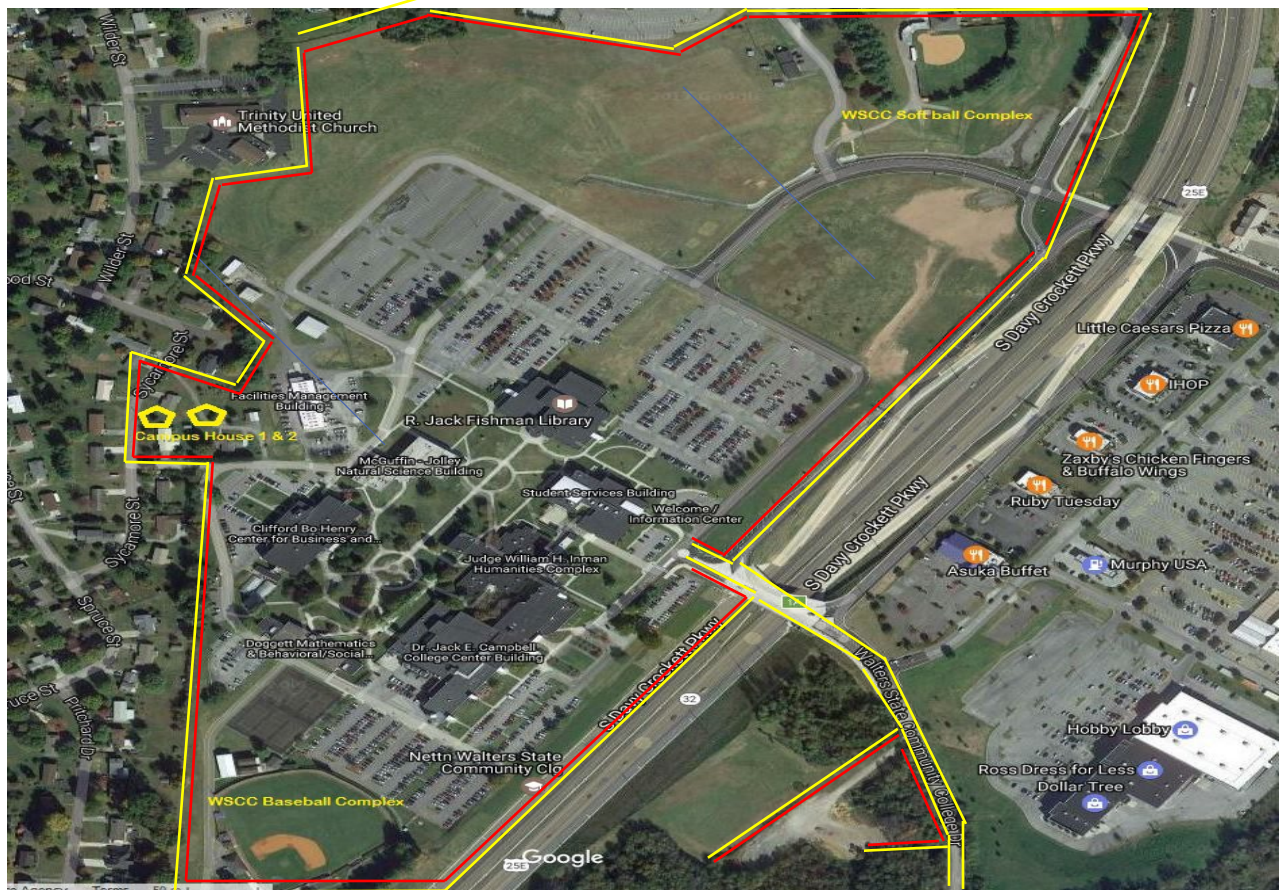
Legend:

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

Note: Patrolled by Greeneville City Police Department

MORRISTOWN CAMPUS

500 S. Davy Crockett Parkway, Morristown, Tennessee 37813



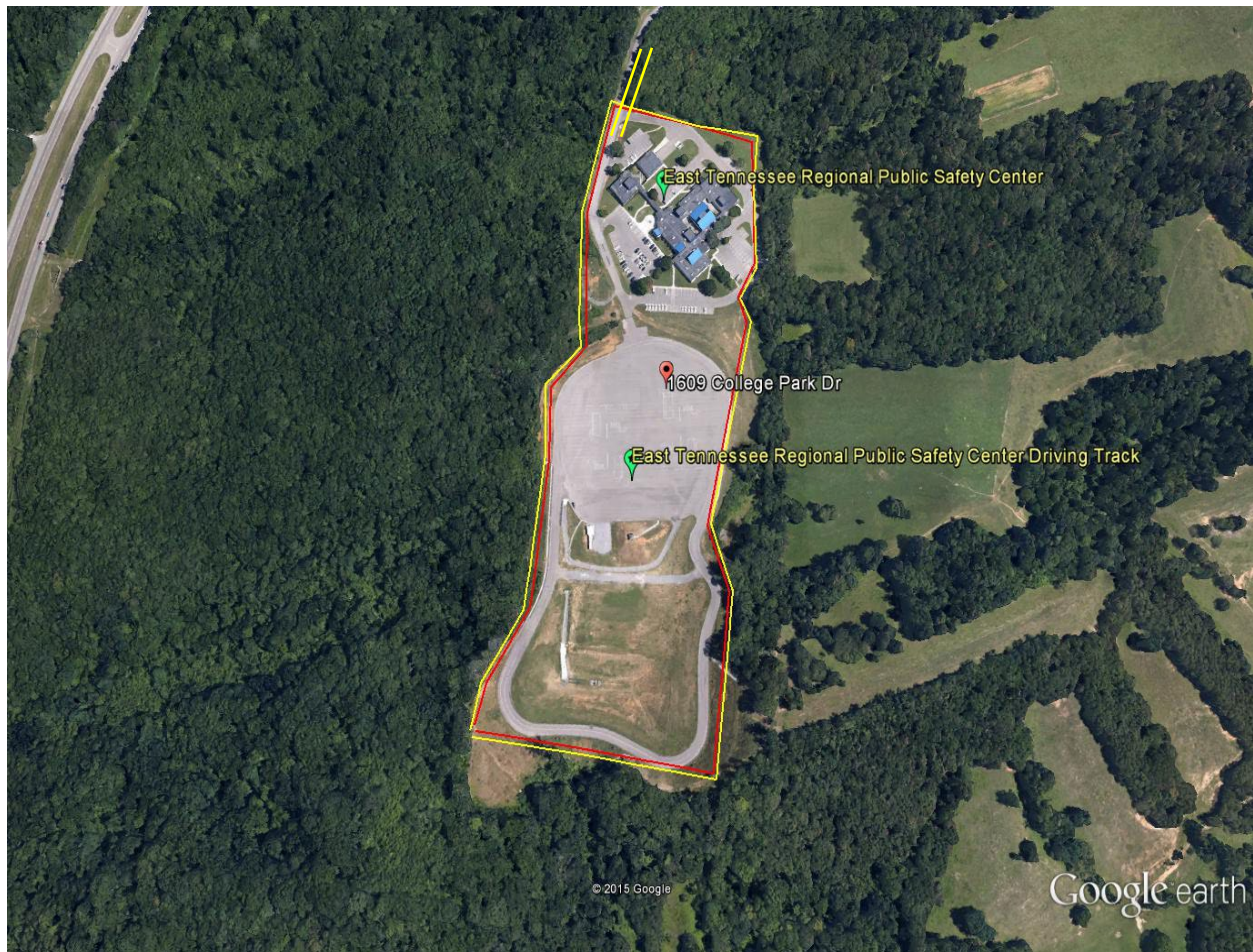
Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.



Note: Patrolled by Campus and Morristown City Police Department

PUBLIC SAFETY COMPLEX

1609 College Park Drive, Morristown, Tennessee 37813



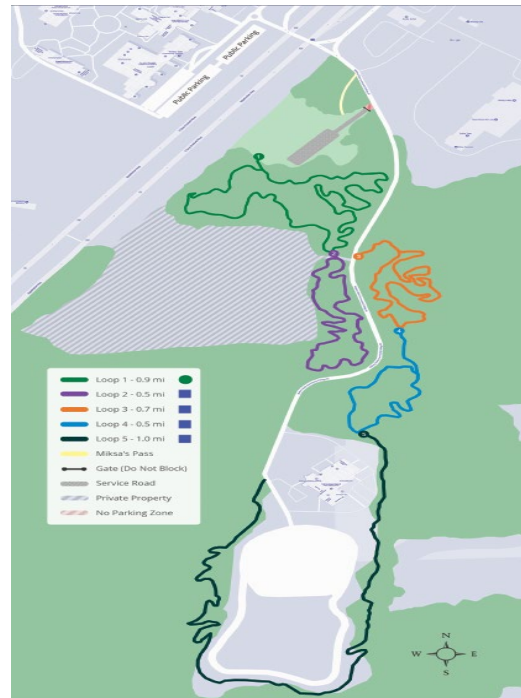
Legend:

- | | | |
|---|-----------------------------|---|
|  | Patrol Boundary – | All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot. |
|  | Reporting Boundary – | Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity. |

Note: Patrolled by Campus Police Department

HIKING & BIKING TRAIL

1530 Walters State CC Drive, Morristown, Tennessee 37813



Legend:

Patrol Boundary –

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

Reporting Boundary –

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

Note: Patrolled by Campus and Morristown City Police Department

GREAT SMOKY MOUNTAINS EXPO CENTER

1615 Pavilion Drive, White Pine, TN 37890



Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.



Note: Patrolled by Campus and White Pine City Police Department

WALTERS STATE NEWPORT CENTER

115 Mulberry Street Newport, TN 37821



Legend:

- | | | |
|---|-----------------------------|---|
|  | Patrol Boundary – | All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot. |
|  | Reporting Boundary – | Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity. |

Note: Patrolled by Newport City Police Department

SEVIER COUNTY CAMPUS

1720 Old Newport Highway, Sevierville, Tennessee 37876



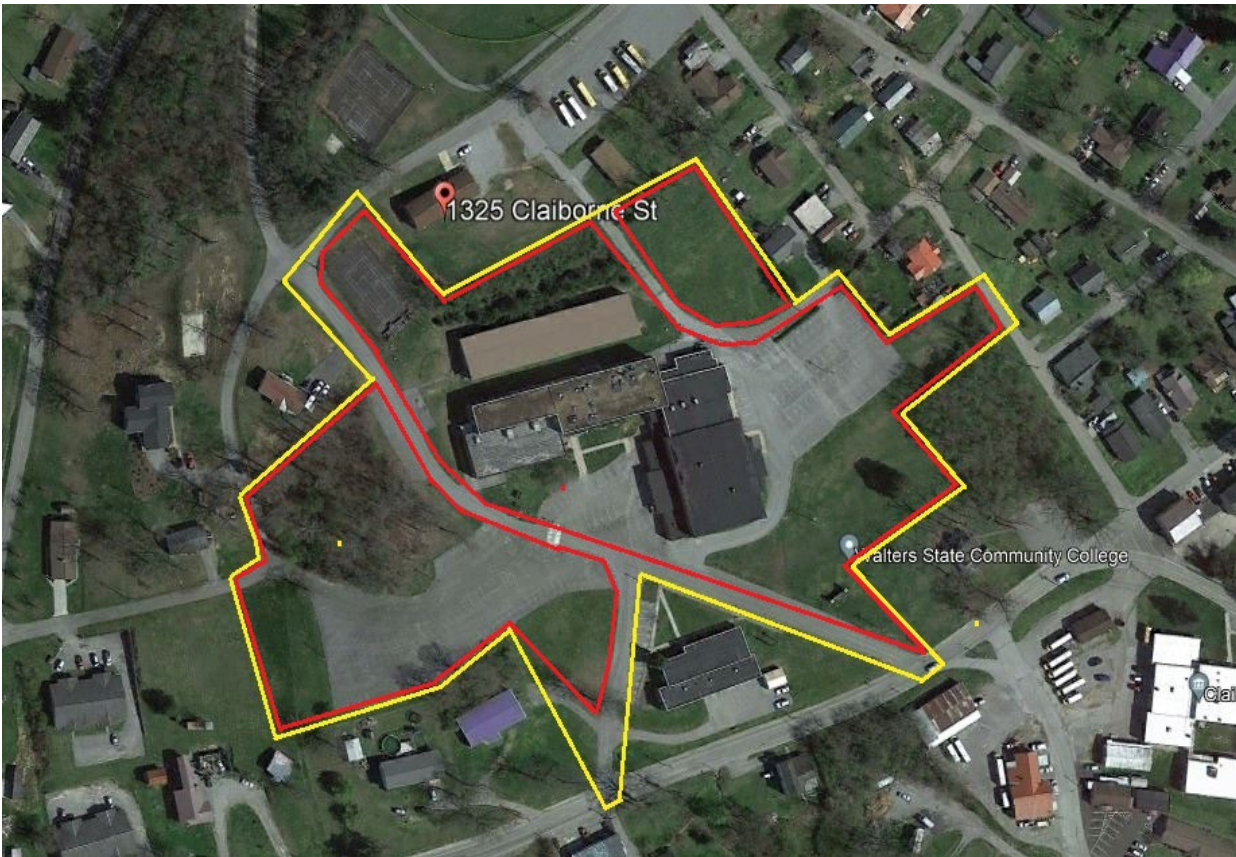
Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Campus and Sevierville City Police Department

CLAIBORNE COUNTY CAMPUS

1325 Claiborne Street, Tazewell, Tennessee 37879



Legend:

- **Patrol Boundary –** All campus perimeter areas, roadways, thoroughfares, and walkways contiguous with the campus that are patrolled either by vehicle or on foot.
- **Reporting Boundary –** Areas as specified by the United States Department of Education as areas contiguous with campus property that students can use or access from the campus or that are in direct support of the educational function or student activity.

Note: Patrolled by Tazewell City Police Department

SECTION V

EMERGENCY RESPONSE AND EVACUATION PROCEDURES



Campus Safety
Emergency Preparedness
WSSC Policy No. 09:11:00

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

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

PURPOSE

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

POLICY

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

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

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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | Institutional Emergency Preparedness Plan |

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

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

POLICY STATEMENT

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

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

1. Institutional operations, such as life safety, security, liability and infrastructure
2. Building specific responsibilities related to the incident at hand

An emergency incident is any event that could adversely or negatively affect WSCC operations that occurs, or may occur, within the College community that:

1. Affects the life safety of employees, students and visitors
2. Results in disruption of some or all business operations
3. May be considered a crime
4. May have an adverse or negative impact on the overall reputation of the College

HOW TO CLEAR AN AREA/FLOOR/BUILDING

Those individuals assigned by a floor coordinator to serve in the capacity of area coordinators to check and clear assigned areas of a building should be prepared to:

1. Go room to room in assigned area
2. Knock to make presence known if door is locked
3. Check restrooms stall by stall
4. Report to floor coordinator/designee when area is cleared
5. Proceed to lead groups to designated outside evacuation area or inside relocation area

HOW TO ACCOUNT FOR EMPLOYEES AND CERT TEAM MEMBERS

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

1. The Primary Building Coordinator will be the point of contact for employee accountability for the building to which they are assigned. An accountability information chain should be established as follows.
2. It is advisable that building deans and department heads should maintain a leave calendar for the department. This leave calendar will assist in accountability should there be a major incident affecting the building that would require verification of whereabouts of an employee.
3. Utilizing the formulated employee listing created by the dean or department head, the building dean, or his/her designee, will be responsible for accounting for building faculty and staff and relaying a list of employees that cannot be accounted for to the Primary Building Coordinator or his/her designee. The Dean may receive reports from various department heads and members of his/her staff as outlined below.
4. Department heads will be responsible for relaying a list of department employees that cannot be accounted for to the building dean.
5. Primary Building Coordinators are responsible for accounting for CERT members. Floor Coordinators should account for area coordinators and the Secondary Building Coordinator should account for Floor Coordinators. CERT members that cannot be accounted for should be reported to the Primary Building Coordinator.
6. Once the primary building coordinator has compiled a list of those who cannot be accounted for, this information should be communicated or presented to Campus Police as soon as possible.
7. Campus Police will provide this information to emergency responders and rescue personnel and the College Emergency Response Management Team.
8. The College Emergency Response Management Team will consult with employee supervisors and the Human Resource office to determine and verify if the employee was on campus during the emergency event.
9. Employee status, once verified, will be communicated to Campus Police so that rescue efforts may be appropriately directed or redirected.

USE OF STAIRWELLS OR RAMPS

Any stairwell, ramp or interior room that does not contain windows or glass walls may be utilized as emergency relocation shelter if time does not permit advancement to the primary designated relocation area. In addition, stairwells may be used to exit the building providing the stairwell be 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.

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President for Business Affairs
Source/Reference: Institutional Emergency Preparedness Plan

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

PURPOSE

To establish emergency evacuation protocol.

POLICY STATEMENT

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

PROCEDURE TO FOLLOW DURING ACTIVATION OF FIRE ALARM

Evacuation is the **removal** of all persons from a building to a designated rally point **outside** the building in response to 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 because of fire or other emergency. The building coordinator will be responsible for ensuring that posted emergency evacuation plans are current and legible and displayed in appropriate locations within the assigned building.

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

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

When the fire alarm sounds, follow procedures as outlined in the Emergency Preparedness Plan for evacuation and:

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

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

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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | Institutional Emergency Preparedness Plan |

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

To establish emergency relocation protocol.

POLICY STATEMENT

Relocation is the moving of individuals to areas ***inside*** a building believed to offer better or increased cover and protection in response to 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, cover head with hands, and remain in this position for further instructions. If any designated relocation area ***inside*** the building is perceived as an area of threat, the primary or secondary building coordinator should designate a new relocation area.

PROCEDURE TO FOLLOW DURING RELOCATION TO AN INSIDE LOCATION

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

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President for Business Affairs
Source/Reference: Institutional Emergency Preparedness Plan

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

PURPOSE

To establish emergency lockdown protocol.

POLICY STATEMENT

A lockdown is the act of securing doors and windows of an occupied area so that authorized personnel can only gain entry via the use of a key/fob. A lockdown can be initiated to provide protection from an imminent or immediate threat within the building or it may be initiated to prevent a threat from entering a building. It is the policy of Walters State Community College that all faculty and staff obtain key/fobs 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/fob.

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

PROCEDURE TO FOLLOW DURING LOCKDOWN

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

1. Remain as calm as possible. Try to keep others around you calm as well
2. If possible, call 911 to report the incident and alert Campus Police
3. All building occupants, once alerted by sight, sound, or action within the building affected by the incident, should retreat inside of a classroom or office that offers the maximum security from the intruder
4. Secure the immediate area by locking or barricading the door. Block the door using whatever is available
5. After securing the door, stay behind a solid object and away from the door as much as possible
6. If the threat enters your room and leaves, lock and barricade the door behind him/her
7. If safe to do so, allow others to seek refuge with you
8. Protective Actions - Take appropriate steps to reduce your vulnerability, such as:
 - a. Close blinds, block windows, turn off radios, and computers
 - b. Silence cell phones and place signs in windows; but remember the attacker may see these as well
 - c. Place signs in exterior windows identifying location and injured
 - d. Keep calm and quiet
9. After securing the room, people should be positioned out of sight and behind items that may offer protection
10. Unsecured areas - If you find yourself in an open area, immediately seek protection by:
 - a. Putting something between you and the threat.

- b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you
 - c. If in doubt, find the safest areas available and secure it the best way you can
 - d. Provide as much descriptive information as possible to Campus Police and/or 911.
11. If safe to do so, call 911 and provide the following information in a calm manner so that the 911 operator can quickly relay information to emergency personnel:
- a. What is happening
 - b. Where you are located, including the building name and room number
 - c. Injuries, if any, including the number of injured and types of injuries
 - d. Your name and other information requested
12. Provide emergency first aid to those in need by - Utilizing trained and certified staff where possible from nursing, paramedic, and E.M.T. programs and instructors and being familiar with location AEDs, Bleed Kits, and Evacu-trac chairs and any other first aid items within the building.
13. What to do if faced with an assailant actively shooting or aggressively attacking people:
- a. Look for improvised weapons – chairs, fire extinguishers, tables, phones, etc.
 - b. Attack the attacker with multiple people as aggressively and as forcibly as possible.
 - c. Attack the attacker's weapon, strip the weapon away, and hold the attacker's hands and feet; he/she may have multiple weapons. Ask others, who are willing to help, to hold him/her down.
 - d. Call police. **DO NOT HAVE WEAPONS IN YOUR HANDS WHEN THE POLICE ARRIVE!**
14. WSCC police will immediately respond to the area once notified.
15. WSCC police will notify local emergency responders and give as much information as possible to aid in their response
16. Police will pass by injured persons until the active threat is neutralized
17. Remain in secure area until instructed otherwise
18. You may be instructed to place your hands on your head; while evacuating, follow all police instructions
19. You may be searched

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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | Institutional Emergency Preparedness Plan |

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

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

POLICY STATEMENT

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

PROCEDURE TO FOLLOW WHEN SHELTERING-IN-PLACE

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

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

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

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

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| Revision Responsibility: | Director of Campus Police and Emergency Preparedness |
| Responsible Executive Officer: | Vice President for Business Affairs |
| Source/Reference: | Institutional Emergency Preparedness Plan |

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

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

POLICY STATEMENT

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

EXERCISE PROCEDURES

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

Training and review of the existing College Emergency Preparedness Plan and drills will take place on a regular basis. The director of Campus Police and Emergency Preparedness, in conjunction with the executive policy group and members of the College Emergency Response Management Team and the College Emergency Response Team, will determine the training schedule. A yearly training schedule will be coordinated and submitted for administrative approval. Building coordinators will be responsible for arranging and conducting regular review of specific building plans with their building staff. Learning outcomes will be documented by administering a written exam or performing and documenting a drill in which team members will participate.

Training activities may include:

1. Review of specific building plans or the overall plan for the campus
2. Orientation and education sessions to provide information, answer questions and identify issues. (Separate training sessions for the College Emergency Response Management Team, building coordinators and floor coordinators).
3. Incident scenario exercises to allow the College Emergency Response Management Team and College Emergency Response Team to meet and discuss their roles in emergency scenarios
4. Walk-through drills to allow the College Emergency Response Team members to practice their emergency response functions

5. Evacuation, relocation, lockdown, and sheltering-in-place drills to enable personnel to execute the Emergency Preparedness Plan
6. Functional drills which test specific functions, such as emergency notifications, warning, and communications procedures and equipment to include identification of problem areas
7. Full-scale exercises to closely simulate an actual emergency involving as many internal and external parties, such as emergency responders, as possible
8. Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation training to provide knowledge on how to utilize an AED
9. Evacu-trac chair training (for the transport of disabled to evacuation/relocation areas) to provide knowledge on how to utilize the Evacu-trac chair
10. Two-way radio training to provide knowledge on how to operate and communicate using the two-way radio
11. Weather alert radio training to provide training on how to operate the weather alert radio and respond to weather alerts received
12. Fire extinguisher training to provide knowledge of how to properly use a fire extinguisher

EMERGENCY PREPAREDNESS TRAINING EVALUATION

Learning outcomes of emergency preparedness training will be evaluated on a regular basis to ensure retention of the emergency preparedness policy and procedures. Training modules outlining the objective of the specified drill will be developed and disseminated to the drill assessment team for evaluation. Training will be evaluated as follows:

1. Training exam may be written or oral
2. Instructor evaluation
3. Drill evaluations for evacuation, relocation, lockdown, and sheltering-in-place drills.
4. Members of the drill assessment team will complete drill evaluation modules

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

SECTION VI EMERGENCY NOTIFICATIONS & TIMELY WARNINGS



Campus Safety
Emergency Notification
WSCC Policy No. 09:22:00

Revision Responsibility: Director of Campus Police and Emergency Preparedness
Responsible Executive Officer: Vice President for Business Affairs
Source/Reference: Institutional Emergency Preparedness Plan

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

PURPOSE

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

POLICY STATEMENT

It is the policy of Walters State Community College that in all situations where there is confirmation of an impending, immediate, or on-going danger, threat or health hazard that College officials will, without delay and considering 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 an official has/have verified that a legitimate emergency or dangerous situation exists. Confirmation does not 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.

When an incident is **impending**, conditions are such that a significant threat, danger, emergency, or health hazard is within close proximity of the campus and could reasonably be expected to cause death, serious physical harm, or damage. The following elements should exist:

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

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

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

ON-GOING EMERGENCY

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

METHODS OF EMERGENCY NOTIFICATION AND PERSONNEL AUTHORIZED TO ACITVATE EMERGENCY NOTIFICATIONS

| Campus Location | Responsible Department | Telephone | Method of Notification |
|-----------------|--|------------------------------|---|
| Claiborne | Tazewell Police Department | 423-851-4778 (911) | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Greeneville | Campus Police | 423-798-7961 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Morristown | Campus Police | 423-585-6752 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Newport | Campus Police Center Staff | 423-585-6752 423-532-1001 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Sevierville | Campus Police | 865-774-5813 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| All Campuses | Informational and Educational Technologies | 423-318-2742 | Emergency message and text messaging |
| All Campuses | Communications and Marketing | 423-585-6823 | Social Media/Web Page |

EMERGENCY MESSAGE SYSTEM (EMS) AND SENATOR'S EMERGENCY TEXT (SET)

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

For the Emergency Message System, there are several options for sending the alert:

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

For the Emergency Message System, each academic/administrative building is equipped in each building with audible speakers, each having a digital scrolling text line. In addition, all classroom and office speakerphones 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. External speakers positioned on buildings do not have a scrolling text and are audible only within a short distance of the building.

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

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

EMERGENCY MESSAGE CONTENT

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

AUDIBLE MESSAGE CONTENT

| Action | Message Content | Message Cancellation Content |
|------------------------------------|--|---|
| | <u>ATTENTION</u> | <u>ATTENTION</u> |
| Evacuation | 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. | The evacuation alert has been cancelled. Please return to your work and classroom areas and resume normal activities. |
| | <u>ATTENTION</u> | <u>ATTENTION</u> |
| Relocation | 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. | The relocation alert has been cancelled. Please return to your work and classroom areas and resume normal operations. |
| | <u>ATTENTION</u> | <u>ATTENTION</u> |
| Lockdown / Shelter-In-Place | This is a lockdown/shelter-in-place emergency alert. Please close and lock or barricade your door. Close blinds and turn out lights. Silence all cell phones. Remain in the area you are in until contacted by emergency response personnel. This is a lockdown/shelter-in-place alert. | The lock down/shelter-in-place alert has been cancelled. Please unlock your doors and resume normal operations. |

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

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

PURPOSE

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

POLICY STATEMENT

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

SITUATIONS WHICH WARRANT TIMELY WARNING

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

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

10. Terrorist incident
11. Armed intruder
12. Bomb threat
13. Civil unrest/rioting
14. Explosion
15. Chemical or hazardous waste spill

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

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

NOTIFICATION DETERMINATION PROCEDURE

In all situations, Campus Police, local police or other College officials, as well as other local emergency service and notification agencies will assess circumstances on a case-by-case basis utilizing information that is actively occurring and is obtained/provided. Campus Police consult these entities 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. 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.

IMMINENT OR IMMEDIATE THREAT OR DANGER OF SIGNIFICANT OCCURRENCE

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

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

THREAT PROCEDURE FOR IMMINENT OR IMMEDIATE THREAT OR DANGER

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

IMPENDING THREAT OR DANGER

Conditions are such that a significant threat, danger, emergency or health hazard is within close proximity of the campus and could reasonably be expected to cause death, serious physical harm or damage. The following elements should exist:

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

THREAT PROCEDURE FOR IMPENDING THREAT OR DANGER

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

ON-GOING THREAT OR DANGER

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

THREAT PROCEDURE FOR ON-GOING THREAT OR DANGER

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

TIMELY WARNING CONTENT

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

1. Date and time/timeframe of incident
2. A brief description of the incident
3. Suspect description, if known (timely warnings will not include victim's names)

METHODS OF TIMELY WARNING NOTIFICATION

Walters State has identified several methods of disseminating timely warning notifications. Personnel have also been identified who have been given the authority to activate the systems as circumstances warrant (See Table 8). Campus Police officers have the capability to disseminate College emergency messages via a computer with internet connection. In the absence of Campus Police staff, Informational and Educational Technology and Communications and Marketing staff are authorized by the President to activate these systems. Messages can be distributed across the campus emergency message system (EMS) or via the Senators Emergency Text message system (SET). Once the specified emergency message is determined, officers will access one or both systems to activate the appropriate alert. For the emergency message system, there are several options for sending the alert:

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

For the Senator's Emergency Text message system, each academic/administrative building is equipped with audible speakers, each having a digital scrolling text line, located in each hallway. In addition, all classroom and office speakerphones 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. For the text messaging system, Campus Police will send text messages to those who have registered for this service. Students, faculty, and staff all have the option to participate in the SET method of notification and may register at the following link: [SET Subscribe](#) .

TWO-WAY RADIOS

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

TIMELY WARNING BULLETINS

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

WEB PAGE, SOCIAL MEDIA, AND E-MAIL

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

DIGITAL SIGNS

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

CAMPUS INFORMATION TELEPHONE LINES

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

CALL TREES AND RUNNERS

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

METHODS OF TIMELY WARNING NOTIFICATION AND PERSONNEL AUTHORIZED TO ACTIVATE TIMELY WARNING SYSTEMS

| Campus Location | Responsible Department | Telephone | Method of Notification |
|-----------------|--|------------------------------|---|
| Claiborne | Tazewell Police Department | 423-851-4778 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Greeneville | Campus Police | 423-798-7961 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Morristown | Campus Police | 423-585-6752 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Newport | Campus Police Center Staff | 423-585-6752 423-532-1001 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| Sevierville | Campus Police | 865-774-5813 | Emergency message and text messaging, campus information lines, timely warning bulletin |
| All Campuses | Informational and Educational Technologies | 423-318-2742 | Emergency message and text message |
| All Campuses | Communications and Marketing | 423-585-6823 | Social Media/Web Page |

SECTION VII CAMPUS SECURITY AUTHORITIES



Campus Safety
Campus Security Authorities

WSSC Policy No. 09:24:00

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

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

PURPOSE

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

POLICY STATEMENT

The president of the college selects campus security authorities (CSAs), as defined by the U. S. Department of Education. 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 crimes listed in Table 9 are reportable under the “*Clery Act*” to include any of these offenses, which could be considered a “*Hate Crime*” by virtue of bias.

| CLERY ACT CRIMES | | |
|---------------------------------------|------------------------------|------------------------|
| Primary Crimes | Hate Crimes | Arrests/Referrals |
| Aggravated assault | Destruction/damage/vandalism | Drug Law Violations |
| Arson | Intimidation | Liquor Law Violations |
| Burglary | Larceny/Theft | Weapons Law Violations |
| Dating Violence | Simple Assault | |
| Domestic Violence | | |
| Motor vehicle theft | | |
| Murder and non-negligent manslaughter | | |
| Robbery | | |
| Stalking | | |
| SEX OFFENSES | | |
| Fondling | | |
| Incest | | |
| Rape | | |
| Statutory Rape | | |

CLERY CRIME INCIDENT REPORT FORM

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

IDENTIFYING INSTITUTIONAL CSAs

- A. **Campus Security Authority** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:
1. A Campus Police department or a campus security department of an institution
 2. Any individual or individuals who have responsibility for campus security but who do not constitute a Campus Police department or a campus security department
 3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
 4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings

IDENTIFIED CAMPUS SECURITY AUTHORITIES

There are a number of individuals and campus organization leaders who are identified as CSAs on the Walters State Campuses.

CAMPUS SECURITY AUTHORITY TRAINING

Campus Security Authorities are to receive training annually concerning institutional and legal obligations to report any knowledge that might be obtained relative to criminal activity. This training is made available online. A training announcement is distributed to each identified Campus Security Authority by the Human Resources department. The training material includes an exam.

SECTION VIII

CAMPUS VIOLENCE AND PREVENTION



Policies and Procedures Manual
Sex Discrimination, Sexual Harassment or Sexual Misconduct

WSCC Policy No. 09:00:00

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

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

PURPOSE

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

POLICY DEFINITIONS

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

- A. Sex Discrimination** as defined in WSCC Policy 09:01:00 is treating someone less favorably because of that person's sex, sexual orientation, or gender identity/expression.
- B. Sexual Harassment** as defined in WSCC Policy 09:02:00 is conduct based on a person's sex, sexual orientation or gender identity/expression that
 - 1. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
 - 2. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
 - 3. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.
- C. Sexual Misconduct** for purposes of this policy area includes dating violence, domestic violence, sexual assault, and stalking, as they are defined in WSCC Policy 09:03:00.

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

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

PURPOSE

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

POLICY

SEX DISCRIMINATION

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

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

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

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

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

- a. Employment criteria;
- b. Recruitment and hiring;
- c. Promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring;
- d. Compensation;
- e. Job assignments, classifications, and descriptions, lines of progression and seniority lists

- f. Leave;
- g. Fringe benefits; and
- h. All other terms, conditions, and privileges of employment.

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

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

PURPOSE

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

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

GENERAL PROCEDURES

Designation of Responsible Employee.

1. The Executive Director for Human Resources/Affirmative Action Officer and the Vice President for Student Affairs and Director of Athletics will coordinate the efforts of the college to comply with the Acts and the Regulations.
2. Pursuant to institutional policy, the Executive Director for Human Resources/Affirmative Action Officer and Vice President for Student Affairs and Director of Athletics will adhere to the calendar deadlines in evaluating the compliance efforts of the institution, coordinate such efforts, and investigate.
3. The Executive Director for Human Resources/Affirmative Action Officer and the Vice President for Student Affairs and Director of Athletics should have sufficient time and ability to evaluate the compliance efforts of the institution, coordinate such efforts, and investigate complaints by employees or students arising under the Acts and the Regulations.
4. The designated employee or employees should have sufficient time and ability to evaluate the compliance efforts of the institution, coordinate such efforts, and investigate complaints by employees or students arising under the Acts and the Regulations.
5. The names of the designated employees will be submitted to the Chancellor.

Complaint Procedures.

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

Statement and Dissemination of Policy.

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

Self-Evaluation.

1. The college will submit to the Chancellor an annual written self-evaluation of its current policies and practices and the effects thereof concerning admission and treatment of students, and employment of academic and non-academic personnel working in connection with the institution's education programs and activities.
2. As applicable, the college shall modify any policies and practices which do not meet the requirements of Title IX, the Public Health Service Act, or the Regulations issued pursuant thereto, shall take appropriate remedial steps to eliminate the effects of any discrimination which resulted from such policies and practices, and shall recommend to the Chancellor amendment of any state legislation which inhibits compliance with Title IX, the Public Health Service Act, and the Regulations issued pursuant thereto.

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

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

PURPOSE

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

I. POLICY – GENERAL PROCEDURES

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

II. SCOPE: THESE PROCEDURES SHALL BE UTILIZED BY:

- A. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;
- B. Former employees or students if the conduct took place during the time of employment or enrollment at Walters State and the conduct has a reasonable connection to the institution;
- C. All third parties with whom Walters State has an educational or business relationship and the conduct has a reasonable connection to the institution;

III. Definitions

- 1. Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- 2. Dating Violence—violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. "Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
 - a. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
 - b. Placing the accuser in fear of physical harm;
 - c. Physical restraint;

- d. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
 - e. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c)
3. Domestic Violence—violence against a person when the accuser and accused:
- a. Are current or former spouses;
 - b. Live together or have lived together;
 - c. Are related by blood or adoption;
 - d. Are related or were formally related by marriage; or,
 - e. Are adult or minor children of a person in a relationship described above

Domestic Violence – includes, but is not necessarily limited to:

- a. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
 - b. Placing the accuser in fear of physical harm;
 - c. Physical restraint;
 - d. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
 - e. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601
4. Sexual Assault—the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.
5. Sexual Misconduct—for the purposes of this policy, “sexual misconduct” is defined as dating violence, domestic violence, stalking, and sexual assault.
6. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment – means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose– TCA § 39-17-315

IV. PROHIBITION OF SEXUAL MISCONDUCT

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

V. IMMEDIATE ACTIONS A VICTIM SHOULD TAKE

- A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
- B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date

rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.

- C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- D. Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
 - 1. Bathe or shower;
 - 2. Wash his/her hands;
 - 3. Brush his/her teeth;
 - 4. Use the restroom;
 - 5. Change clothes;
 - 6. Comb hair;
 - 7. Clean up the crime scene; or
 - 8. Move anything the offender may have touched
- E. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence later.
- F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

VI. REPORTING SEXUAL MISCONDUCT

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

A. Reporting Confidentially:

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

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

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

B. Filing a Complaint at Walters State:

Reports of acts of sexual misconduct to any other employee of the college must be reported to the Title IX Coordinator, and the college will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

- 1. The college shall not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

2. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
3. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in ¶IV.A.
4. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the college will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
5. An institutional complaint should be filed with the Title IX coordinator, and if a student, copied to the Vice President for Student Affairs.

Title IX Coordinator
Mr. Jarvis Jennings
500 S. Davy Crockett Parkway
Morristown, TN 37813
Campbell College Center-Rm 109B
jarvis.jennings@ws.edu
(423) 585-6845

Vice President for Student Affairs
Dr. Angi Smith
500 S. Davy Crockett Parkway
Morristown, TN 37813
Campbell College Center-Rm 100
Angi.Smith@ws.edu
(423) 585-2681

VII. ROLE OF TITLE IX COORDINATOR

- A. The college's Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the college and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator's responsibilities include, but are not limited to, the following:
 1. Investigation or oversight of investigations of allegations related to Title IX;
 2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
 3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
 4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
 5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
 6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability; and
 7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.
- B. The Title IX Coordinator may designate deputies and investigators ("designees") to assist in carrying out any of the responsibilities related to implementing this policy

The Title IX Coordinator shall report at the beginning of each new school year to TBR's Office of General Counsel the name of and contact information for the college's Title IX Coordinator.

VIII. INVESTIGATION REQUIREMENTS AND PROCEDURES

- A. All proceedings will include a prompt, fair, and impartial investigation and result. The college will provide the respondent and complainant equitable rights during the investigative process.
- B. All complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.

- C. Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.
- D. Initiating an investigation
1. Immediately upon receipt of a complaint, the Title IX Coordinator shall communicate with the complainant to determine and implement any reasonable interim measures. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
 2. When the complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
 3. In addition to any immediate interim measures, the Title IX Coordinator shall consult with the complainant and consider what, if any, interim measures may be necessary.
 4. Complaints made anonymously or by a third party will be investigated to the extent possible.
 5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
 6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
 7. Only one person shall be identified as the investigator for a complaint.
 8. Officials who do not have a conflict of interest or bias for or against the complainant or respondent shall conduct investigations.
 9. If the complainant or respondent believes, the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the college President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.
- E. What the investigation should and should not entail:
1. Once the investigator receives the complaint, the investigator shall notify the complainant in writing of his/her rights and request a meeting.
 2. The investigator shall also notify the respondent in writing of the complaint and his/her rights and request a meeting with the respondent.
 3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
 4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.
 5. The complainant and respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
 6. The college will not limit the choice of advisor for either the complainant or respondent; however, the investigator may limit the participation of advisors during the investigation.
 7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.
 8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
 9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.

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

IX. OUTCOME OF INVESTIGATION AND DETERMINATION OF APPROPRIATE ACTION

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating, or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- C. The report shall be delivered to the appropriate decision maker.
 1. If the respondent is an employee, the decision maker shall be employee's divisional dean or supervisor and vice president.
 2. If the respondent is a student, the decision maker shall be the vice president for student affairs.
- D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
- E. The decision maker's determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

X. TIMEFRAME FOR CONDUCTING THE INVESTIGATION

- A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.
- B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in writing as to whether or not the request is granted.

XI. INSTITUTIONAL HEARING

- A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker's decision.
- B. If a request is not received within ten (10) days, the decision maker's determination is final.
- C. The hearing may be held before either a hearing officer or hearing committee. The President of the college shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee member shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- D. If the complainant or respondent believes the hearing officer or any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the President. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew of should have known the facts that would give rise to the alleged conflict of interest. The President will determine if the facts warrant the appointment of a different hearing officer or committee member and

respond to the party in writing within three (3) business days, absent good cause. The decision of the President shall be final.

- E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the college's receipt of the party's request for a hearing
- F. The parties to the hearing may not engage in formal discovery.
- G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
- H. The college will not limit the choice of advisor for either the complainant or respondent.
- I. The complainant and respondent shall be timely notified in writing of all meetings relevant to the proceeding.
- J. The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The hearing officer or chair of the hearing committee shall conduct the proceedings in a manner that does not allow the respondent to directly question the complainant in person.
- K. The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.
- L. Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
- M. Each party shall be simultaneously notified of the hearing officer or committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

XII. APPEAL OF HEARING DECISION TO THE PRESIDENT

- A. If either party chooses to appeal the hearing officer's/committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer's/committee's determination.
- B. If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.
- C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
- D. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the college's final decision on the complaint.

XIII. EFFECT OF A FINDING OF A VIOLATION OF THIS POLICY

- A. If a final decision has been made that a policy violation occurred, the respondent shall be referred to the appropriate personnel for a determination of discipline.
- B. The appropriate personnel will be determined by the status of the respondent. If the respondent is a student, then the matter shall be referred to the vice president of student affairs. If the respondent is an employee, the matter shall be referred to the Executive Director for Human Resources/Affirmative Action Officer.
- C. If the respondent is a student, the college will follow the procedures for disciplining
- D. students as described in TBR Policy 3:02:00:01 and Walters State Policies 04:18:02
- E. If the respondent is an employee, the college will follow the procedures related to disciplining employees as described in applicable employee policies.
- F. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:
 - 1. The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.

2. The complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
 3. The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
 4. The complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
 5. The Title IX Coordinator or designee shall be appointed as the complainant's contact person for any questions or assistance during the disciplinary process.
 6. The complainant shall receive written notice of the outcome of the disciplinary process at the same time as the Respondent.
- G. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

XIV. INTERIM MEASURES

- A. In situations that require immediate action because of safety or other concerns, the college will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
1. Providing an escort to ensure that the complainant can move safely between classes and activities;
 2. Ensuring that the complainant and respondent do not attend the same classes;
 3. Providing access to counseling services;
 4. Providing or assisting in providing medical services;
 5. Providing academic support services, such as tutoring; and
 6. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.
- B. These remedies may be applied to one, both, or multiple parties involved.
- C. Student respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The college shall follow TBR Policy 3:02:00:01 and Walters State Policy 04:18:02 before placing a student respondent on interim suspension.
- D. Employee respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

XV. EDUCATION AND PREVENTION PROGRAMS

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

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

- A. Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the college.
- B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation,

harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at <http://www.tndagc.com/vr.htm>.

- C. Protection from abuse orders may be available through <http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms> and additional information related to such orders may be found at <http://tncoalition.org/resources/legal-resources.html>.
- D. The college does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

XVII. RESOURCES FOR VICTIMS OF SEXUAL MISCONDUCT

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

A. ON CAMPUS RESOURCES

| WSCC Office | Location | Telephone |
|--|--|--------------|
| Vice President for Student Affairs | R. Jack Fishman Library – Rm 301 | 423-585-2680 |
| Assistant Vice President for Student Affairs | Wade B. McCamey Student Services Building – Rm U139 | 423-585-6801 |
| Campus Police | Claiborne Campus – Rm 017 | 423-851-4778 |
| | Niswonger Campus – Rm 126 | 423-798-7961 |
| | Morristown Campus – Welcome/Information Center/ Jack E. Campbell College Center – Rm 242 | 423-585-6752 |
| | Sevierville | 865-774-5813 |
| Counseling Center | Wade B. McCamey Student Service Building – Rm-U141 | 423-585-6800 |
| Title IX Coordinator | Jack E. Campbell College Center – Rm 109B | 423-585-6845 |

B. LOCAL AREA RESOURCES

| <i>GREENVILLE/GREENE COUNTY AGENCIES</i> | <i>Telephone</i> |
|--|------------------|
| Greene County Sheriff's Department | 423-639-7111 |
| Greeneville City Police Department | 423-798-1800 |
| The Crisis Center | 276-466-2312 |
| Sexual Assault Center, East Tennessee | 865-522-7273 |
| Statewide Domestic Violence Hot Line | 1-800-356-6767 |

| MORRISTOWN/HAMBLEN COUNTY AGENCIES | Telephone |
|--------------------------------------|----------------|
| Hamblen County Sheriff's Department | 423-586-3781 |
| Morristown Police Department | 423-585-2710 |
| Statewide Domestic Violence Hot Line | 1-800-356-6767 |

| SEVIERVILLE/SEVIER COUNTY AGENCIES | Telephone |
|---------------------------------------|----------------|
| Safe Space | 1-800-244-5968 |
| Sevier County Sheriff's Department | 865-453-4668 |
| Sevierville Police Department | 865-453-5506 |
| Sexual Assault Center, East Tennessee | 865-522-7273 |
| Statewide Domestic Violence Hot Line | 1-800-356-6767 |

| TAZEWELL/CLAIBORNE COUNTY AGENCIES | Telephone |
|---------------------------------------|----------------|
| Claiborne County Sheriff's Department | 423-626-2820 |
| Statewide Domestic Violence Hot Line | 1-800-356-6767 |
| Tazewell Police Department | 423-626-5104 |

C. ON-LINE RESOURCES

<http://tncoalition.org/> - State Coalition Against Rape

<http://tncoalition.org/> - State Coalition Against Domestic Violence

<http://www.thehotline.org/> - Website for LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence

<http://www.pandys.org/malesurvivors.html> -Website for male survivors

<http://www.rainn.org> – Rape, Abuse and Incest National Network

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

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

D. RETALIATION

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

RIGHTS AND OPTIONS FOR VICTIMS OF CRIME

THE CAMPUS CRIME VICTIMS' BILL OF RIGHTS

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

THE TENNESSEE CRIME VICTIMS' BILL OF RIGHTS

To preserve and protect the rights of victims of crime to justice and due process, victims shall be entitled to the following basic rights:

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

Information related to these rights may be found at <https://www.tn.gov/correction/redirect-agency-services/redirect-victim-services/tennessee-crime-victims--bill-of-rights.html>

- a. Protection from abuse orders may be available through <http://www.tncourts.gov/programs/self-help-center/forms/order-protection-forms>.
- b. Walters State does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings
- c. Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the college

BY-STANDER INTERVENTION

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

<https://www.youtube.com/watch?v=qVU1BDHp4AE&feature=youtu.be>

PERSONAL COUNSELING

The counseling center located on the Morristown campus in the Student Services Building room U141 offers counseling services to students and staff in need of an objective, caring listener by someone knowledgeable about human behavior. Counselors are also at the following locations:

1. Sevierville – MMH 120
2. Greeneville – GRNV 104
3. Claiborne – WSCCC -028

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

Below are some of the most common reasons that individuals seek counseling:

1. Self-Esteem and Identity
2. Academic Skill Building
3. Career Decision Making
4. Interpersonal Skill Building
5. Social Tension
6. Grief
7. Depression
8. Anxiety and Stress
9. Eating Disorders
10. Sexual Concerns
11. Substance Abuse

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

WARNING SIGNS OF ABUSIVE BEHAVIORS

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

- A. **Past Abuse** an abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not just go away; long-term counseling and a sincere desire to change are necessary.
- B. **Threats of Violence or Abuse** involving anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that".
- C. **Breaking Objects** break things, beating on tables or walls or throwing objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.
- D. **Use of Force during an Argument** including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me".
- E. **Jealousy** is a sign of love according to an abuser. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about who they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.
- F. **Controlling Behavior** out of concern for the victim's welfare. The abuser will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.
- G. **Quick Involvement** or commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love".
- H. **Unrealistic Expectations** of dependency from the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life".
- I. **Isolation** to diminish and destroy the victim's support system. If a female victim has male friends, she is accused of being a "whore." If she has female friends, she is accused of being a "lesbian." If she is close to her

family, she is accused of being "tied to the apron strings." The abuser will accuse people who are close to the victim of "causing trouble".

- J. **Blames Others for Problems** and will rarely admit to the part they play in causing a problem. He/she will blame the victim for almost anything that goes wrong.
- K. **Blames Others for Their Feelings** telling the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.
- L. **Hypersensitivity** and easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.
- M. **Cruelty to Animals or Children** or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.
- N. **"Playful" Use of Force during Sex** holding the victim down during sex. They may want to act out sexual fantasies in which the victim is helpless. An abuser may show little concern about whether the victim wants to have sex and use sulking or anger to manipulate the victim into compliance. They may demand sex or start having sex with the victim when they are sleeping or very intoxicated.
- O. **Rigid Sex Roles** expecting to be served and obeyed. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.
- P. **Jekyll-and-Hyde Personality** with explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.

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

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

PURPOSE

Students, faculty, staff or non-affiliated people on campus formed the Behavioral Intervention Team (BIT) in 2007 to assess potentially violent behavior or violent threats. It is believed that the best way to learn of and prevent a threat is through extensive communication between administrators and members of the campus community.

POLICY STATEMENT

Students and staff are encouraged to report any suspicious or questionable behaviors, particularly those of potential violence, to the Campus Police department, a campus security authority (CSA), their appropriate supervisor, or any member of the behavioral intervention 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 behavioral intervention team and, if warranted, with the campus community regarding the threat and any crime prevention steps.

BEHAVIORAL INTERVENTION TEAM RESPONSIBILITY

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

The Vice President for Student Affairs leads the behavioral intervention team. As authorized by the president of the college the following individuals share the responsibility for threat assessment and threat assessment duties:

1. Vice President for Student Affairs
2. Vice President for Academic Affairs
3. Executive Director for Human Resources
4. Vice President for Educational Outreach
5. Director of Campus Police
6. Executive Director for Counseling and Testing
7. Counseling and Testing Staff- Greeneville
8. Counseling and Testing Staff – Sevierville
9. Counseling and Testing Staff-Morristown
10. Coordinator of Disability Services
11. Dean of Public Safety

The Tennessee Board of Regents legal staff provide legal counsel/consultation.

MEETING SCHEDULE

The behavioral intervention team meets on an as needed basis and based on information or reports received. The vice president for Student Affairs establishes the meeting schedule and will inform all members of the time and location of meetings.

BEHAVIORAL INTERVENTION TEAM RECORDS

The behavioral intervention 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.

SECTION IX CRIME STATISTICS



Campus Safety
Collection and Reporting of Crime Data
WSSC Policy No. 09:08:00

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

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

PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in *The Handbook for Campus Safety and Security Reporting* with regards to 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 that must be collected. The United States Department of Education requires crimes occurring on or off campus that were reported to campus or local law enforcement personnel or a designated Campus Security Authority (CSA) be disclosed. Statistics for all *Clery Act* crimes must be disclosed by the type of crime that was committed, the year in which the crime was reported, and the geographic location where the crime occurred.

CRIME STATISTICS REPORTING AND 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 reportable crimes will be counted even if they involve individuals not associated with the institution. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed. Victims and suspects will not be identified for statistical reporting purposes.

Crime statistics are available from the Tennessee Bureau of Investigation online at:

http://www.tbi.state.tn.us/tn_crime_stats/stats_analys.shtml

CRIMES NOT COMMITTED IN CAMPUS GEOGRAPHIC LOCATIONS

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

CLERY ACT CRIME STATISTIC CATEGORIES

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

1. Criminal Offenses
2. Hate Crime
3. Disciplinary Referral

1. **Criminal Offenses:**

1. Aggravated assault
2. Arson
3. Burglary
4. Dating Violence
5. Domestic Violence
6. Drug Abuse Violations
7. Liquor Law Violations
8. Motor Vehicle Theft
9. Murder/Non-Negligent Manslaughter
10. Robbery
11. Sex Offenses
 - a. Fondling
 - b. Incest
 - c. Rape
 - d. Statutory Rape
12. Stalking

2. **Hate Crime involved:**

- a. Larceny/Theft
- b. Simple Assault
- c. Intimidation
- d. Vandalism (destruction/damage to property)

3. **Disciplinary Referral:**

- a. Drug Violations
- b. Liquor Law Violations
- c. Weapons Violations

CRIMINAL OFFENSES

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

- A. **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in serious potential injury if the crime were successfully completed.
- B. **Arson** is the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- C. **Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- D. **Dating Violence**-Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. "Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means, Placing the accuser in fear of physical harm, physical restraint, malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or, placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
- E. **Domestic Violence**-Violence against a person when the accuser and accused: are current or former spouses; live together or have lived together; are related by blood or adoption; are related or were formally related by marriage; or, are adult or minor children of a person in a relationship described above. Domestic violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means; placing the accuser in fear of physical harm; physical restraint; malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or, placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser.
- F. **Drug Abuse Violations**-Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to Opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine). Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- G. **Liquor Law Violations**-The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).
- H. **Motor Vehicle Theft**-The theft or attempted theft of motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned and including "joy riding.").
- I. **Murder/Non-Negligent Manslaughter**-The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

- J. **Negligent Manslaughter**-The killing of another person through gross negligence.
- K. **Robbery**-The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- L. **Stalking**-Stalking is a willful course of conduct involving repeated or continuing harassment or another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

SEX OFFENSE

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

- A. **Fondling**-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- B. **Incest**-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. **Rape**-The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). Includes sodomy and sexual assault with an object.
- D. **Statutory Rape**-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

HATE CRIME

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

| Hate Crimes | Bias Motivation Categories |
|---|----------------------------|
| 1. Destruction/Damage/Vandalism of Property | 1. Disability |
| 2. Intimidation | 2. Ethnicity |
| 3. Larceny/Theft | 3. Race |
| 4. Simple Assault | 4. Religion |
| | 5. National Origin |
| | 6. Sexual Orientation |

CRIMES CATEGORIZED AS HATE CRIMES

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

- B. **Intimidation**-To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- C. **Larceny**-The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- D. **Simple Assault**-An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of consciousness.

DISCIPLINARY REFERRALS AND CRIME CATEGORIES

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

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

- A. **Drug Abuse Violations**-Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to Opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine). Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- B. **Liquor Law Violations**-The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned (Drunkenness and driving under the influence are not included in this definition).
- C. **Weapons Law Violations**-The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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

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, 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 Campus Police have received all crime data collected by them during the year. 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.

CAMPUS CRIME DATA

| Niswonger Campus | | | | | |
|-----------------------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| OFFENSE | YEAR | GEOGRAPHIC LOCATION | | | |
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NON CAMPUS PROPERTY | PUBLIC PROPERTY |
| Murder/Non-Negligent Manslaughter | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|-------------|---|---|---|---|
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Dating Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

*There were no hate crimes reported for 2020, 2021 or 2022

Morristown Campus

| OFFENSE | YEAR | GEOGRAPHIC LOCATION | | | |
|-----------------------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NON CAMPUS PROPERTY | PUBLIC PROPERTY |
| Murder/Non-Negligent Manslaughter | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 1 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 1 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 1 | 0 |
| | 2020 | 0 | 0 | 1 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|-------------|---|---|---|---|
| Dating Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 1 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 2022 | 0 | 0 | 0 | 1 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

*There were no hate crimes reported for 2020, 2021 or 2022

Newport Center

| OFFENSE | YEAR | GEOGRAPHIC LOCATION | | | |
|--------------------------------------|------|-----------------------|---|---------------------------|--------------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NON CAMPUS PROPERTY | PUBLIC PROPERTY |
| Murder/Non-Negligent Manslaughter | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|-------------|---|---|---|---|
| Dating Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

*There were no hate crimes reported for 2020, 2021 or 2022

Sevier County Campus

| OFFENSE | YEAR | GEOGRAPHIC LOCATION | | | |
|-----------------------------------|------|---------------------|--------------------------------------|---------------------|-----------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NON CAMPUS PROPERTY | PUBLIC PROPERTY |
| Murder/Non-Negligent Manslaughter | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 1 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|-------------|---|---|---|---|
| Dating Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

*There were no hate crimes reported for 2020, 2021 or 2022

Claiborne County Campus

| OFFENSE | YEAR | GEOGRAPHIC LOCATION | | | |
|--------------------------------------|------|-----------------------|---|---------------------------|--------------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES | NON CAMPUS PROPERTY | PUBLIC PROPERTY |
| Murder/Non-Negligent Manslaughter | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|-------------|---|---|---|---|
| Dating Violence | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Weapons, carrying, possessing, etc. | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Drug Abuse Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Arrests: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals: Liquor Law Violations | 2022 | 0 | 0 | 0 | 0 |
| | 2021 | 0 | 0 | 0 | 0 |
| | 2020 | 0 | 0 | 0 | 0 |

*There were no hate crimes reported for 2020, 2021 or 2022

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

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

PURPOSE

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

POLICY

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

The crime log must consist of the following elements:

1. The date the crime was reported
2. The date and time the crime occurred
3. The nature of the crime
4. The general location of the crime
5. The disposition of the complaint, if known

MAINTAINING THE DAILY CRIME LOG

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

The only exceptions to this are:

1. The disclosure is not required if it is prohibited by law.
2. The disclosure is not required if it would jeopardize the confidentiality of the victim

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

AVAILABILITY OF THE DAILY CRIME LOG

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

SECTION X

FIRE SAFETY AND FIRE SAFETY LOGS



Campus Safety
Fire Safety

WSSC Policy No. 09:33:00

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

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

PURPOSE

The purpose for this general order is to establish fire safety policies in accordance with state law, TBR policy and Clery Act requirements for student housing facilities. For the purposes of fire safety reporting, a “fire” is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

POLICY STATEMENT

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

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

FIRE ALARMS, SPRINKLER AND DRY CHEMICAL EXTINGUISHING SYSTEMS

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

TESTING AND MAINTENANCE

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

FIRE PREVENTION

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

FIRE EVACUATION PROCEDURE

1. When the fire alarm is sounding, all students, faculty and staff should clear the building by the nearest exit and proceed to the designated evacuation rally point. Any individuals with disabilities should be assisted in exiting the building. Students, faculty and staff should stand clear unless called upon to help. Individuals are not to return to the building until the "all clear" is given
2. In the event a fire is observed or discovered, evacuate the area and pull the nearest fire alarm
3. From a safe location, contact Campus Police or dial 911 for local police
4. If the fire alarm is sounding, all persons **must** immediately evacuate and assist in the evacuation of building occupants as appropriate. As areas are checked and cleared of occupants, and lights are turned out and doors closed
5. Close but **DO NOT LOCK DOORS** as fire personnel may need to enter the area
6. Follow evacuation plan/route for the building
7. **DO NOT USE ELEVATORS**
8. If heavy smoke is encountered, direct those with you to crawl on their hands and knees to the nearest exit. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front while continuing to crawl. Try to maintain contact with a hallway wall. Follow the wall until an exit is reached
9. After leaving the building, assemble at the designated evacuation rally point
10. **DO NOT** re-enter the building, or allow anyone else to re-enter, until instructed to do so by emergency responders, Campus Police or WSCC administrative staff
11. If the fire is directly outside the room and is preventing evacuation, do not open the door. Notify Campus Police via telephone. If possible, wet a towel or garment and place under the door. If the room has a window, direct everyone to stand nearby. Open or break the window if it becomes necessary. Evacuate quickly once the window is open, as the oxygen will fuel the fire
12. Follow the directions of the emergency responders or Campus Police personnel regarding evacuation
13. In the event an upper level floor is affected, assist disabled persons to the refuge area of the building or near the location of the Evacu-trac chair. Use the Evacu-trac chair to take the person down the stairs and out of the building. If training on the use of the Evacu-trac chair has not been received, notify the building coordinator or Campus Police. Ensure that someone remains with the individual until help arrives

FIRE DRILLS

The HEA fire safety regulations apply only to institutions with on-campus student housing facilities. Fire drills will be conducted as part of the annual training schedule and in accordance with evacuation procedures for the Niswonger campus in Greeneville. All incidents of unintentional/non-controlled 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. In addition, elevators are not to be used in the event of fire. In addition, fire safety procedures should be reviewed with employees.

FIRE SAFETY

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

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

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

Fire safety logs are made available at the following link: [Annual Safety Report](#) , are included in the Annual Safety Report (See Appendix G), and are available in hard copy 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 – NISWONGER 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 Niswonger campus is available in this publication (See Appendix G).

NISWONGER CAMPUS FIRE STATISTICS

| 2022 | | | | | | |
|---|------------------------------|-------------|---------------|--|----------------------------------|---|
| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment at a Medical Facility | Number of Deaths Related to Fire | Value of Property Damage Caused by Fire |
| Niswonger Campus 221 N. College Street | 0 | 0 | N/A | N/A | N/A | N/A |

| 2021 | | | | | | |
|---|------------------------------|-------------|---------------|--|----------------------------------|---|
| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment at a Medical Facility | Number of Deaths Related to Fire | Value of Property Damage Caused by Fire |
| Niswonger Campus 221 N. College Street | 0 | 0 | N/A | N/A | N/A | N/A |

| 2020 | | | | | | |
|---|------------------------------|-------------|---------------|--|----------------------------------|---|
| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment at a Medical Facility | Number of Deaths Related to Fire | Value of Property Damage Caused by Fire |
| Niswonger Campus 221 N. College Street | 0 | 0 | N/A | N/A | N/A | N/A |

NISWONGER CAMPUS FIRE PROTECTION SYSTEMS

| Walters State Community College On-Campus Housing Fire Protection Systems - 2022 | | | | | | |
|---|--|------------------------------------|-----------------------------|--|-----------------------|--|
| Residential Facility | Fire Alarm Monitored by Monitoring Service 24/7 | Smoke/Heat Detection Systems | Full Sprinkler System | Evacuation Plans/Placards Posted | Fire Extinguishers | Number of Evacuation Drills to be Conducted per Year |
| Niswonger Campus 221 N. College Street | X | X | X | X | X | 4 |