

2025

ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

**Includes 2024, 2023, & 2022
Crime & Fire Statistics**



October 1, 2025

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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 campus locations 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.

In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)

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](#) (opens in new window) information may also be accessed online.

09:06:00 Clery Act Disclosure

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

PURPOSE

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

10/19; 09/24

SECTION II

LAW ENFORCEMENT & SAFETY ON CAMPUS

09:27:00 Law Enforcement and Safety on Campus

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
Source/Reference:	Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act Crime Awareness and Campus Security Act of 1990; Higher Education Act of 1965 Violence Against Women Reauthorization Act of 2013 The Handbook for Campus Safety and Security Reporting, USDOE

PURPOSE

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

The Campus Police Department is administratively responsible for the police and safety functions on Walters State campuses. 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

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.

Campus Police Officers report directly to the Chief of Campus Police. The Chief of Campus Police reports directly to the Director of Campus Police and the Vice President for Business & Finance. However, the Chief of Campus Police also works closely with the president, vice president for Student Services, the vice president for Academic Affairs, and campus deans and other faculty and staff when police investigations or other 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 of 10 to 20 officers. All Campus Police officers have completed an accredited law enforcement academy and are state certified by the Peace Officer Standards and Training Commission (POST) upon full time employment. Officers attend yearly-required in-service training and firearms qualification to maintain POST certification. Police officers also participate in additional training throughout the year to include emergency response, active threat, and critical incident management.

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

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.

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.

10/19; 08/25

09:28:00 Campus Police Authority

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
Source/Reference:	Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
	Crime Awareness and Camupus Security Act of 1990
	Higher Education Act of 1965; Violence Against Women Reauthorization Act of 2013
	The Handbook for Campus Safety and Security Reporting, USDOE

PURPOSE

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

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

POLICY

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 Services if situations involve students, referral to the vice president for Academic Affairs for faculty, and referral to the vice president for Business & Finance 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.

09:29:00 Patrol of the Campuses and Other Duties

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
Source/Reference:	Jean Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act
	Crime Awareness and Campus Security Act of 1990
	Higher Education Act of 1965; Violence Against Women Reauthorization Act of 2013
	The Handbook for Campus Safety and Security Reporting, USDOE

PURPOSE

The purpose of this policy 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.

09:30:00 Reporting of Crimes or Emergencies

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
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 of Campus Safety and Security Reporting, USDOE

PURPOSE

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

POLICY

All students, employees and visitors to Walters State campuses are encouraged to report all criminal activity, suspected or in progress, to the Campus Police department. 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 10

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
Campus 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.

10/19; 09/24

09:31:00 Campus Crime Prevention

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
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 of Campus Safety and Security Reporting, USDOE

PURPOSE

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 the Morristown, Sevierville, and Niswonger Campuses. Police services for the Claiborne County Campus are contracted with the Tazewell Police Department. Officers conduct foot and vehicle patrol. Bicycle patrol is also a patrol option as certified staff are trained and 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. Staff are also encouraged to double-check entrances/exits used outside of regular business hours to ensure the doors fully engage and lock when exiting the building. Students and staff are encouraged to keep valuables stored out of sight in vehicles to prevent vehicle break-ins, and students are encouraged on-line and during orientation sessions not to leave valuable items unattended. Students and staff are encouraged to walk in pairs or groups. If they must walk alone, particularly after dark, upon request a Campus Police officer will provide an escort to their vehicle. Further crime prevention tips are posted on the campus safety website.

DRUG AND ALCOHOL AWARENESS, DOMESTIC AND SEXUAL VIOLENCE, AND OTHER PREVENTION PROGRAMS

The Campus Police department collaborates with the Governor's Highway Safety Office and the campus Drug and Alcohol Awareness Team, a part of the Counseling Department and the Student Services Division, 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 that are routinely provided:

1. Drug/Alcohol Education Programs are coordinated through the college's 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. Walters State Community College has counselors available for all campuses to provide individual substance abuse counseling to students and employees. The campus counselors display an alcohol awareness table in the lobbies of the campuses. 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 received 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, relationship between alcohol, substances, and sexual assault. They also discuss the relationship between alcohol, substances, and sexual assault.
8. WSCC works closely with the Green Dot Program and encourages bystander intervention relative to domestic and dating violence.
9. WSCC works with the local domestic abuse agency (CEASE), with two employees serving on the board of directors.
10. Discussions are scheduled in various classes regarding recognizing the signs of domestic violence and providing resources for assistance. Those resources are available from college faculty or staff, upon request.
11. Counseling and campus police staff routinely attend domestic and sexual violence training seminars and conferences to keep abreast of the latest information and prevention measures.
12. Counseling staff offer ongoing counseling services for the college, and in particular during times of peak crises.
13. Campus police officers also distribute information relative to alcohol and drug awareness during student appreciation events and schedule activities for students to participate in that simulate being under the influence, such as conducting sobriety testing using fatal vision goggles in various scenarios and utilizing various equipment to test reaction and response time.
14. Campus police consistently enforce policies and state laws relative to violations. They also plan activities to discourage distracted driving and provide awareness information.
15. 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.

5/20; 7/20; 08/22; 09/24

09:32:00 Missing Persons

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
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 of Campus Safety and Security Reporting, USDOE

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

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 Services 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.

06:42:00 Drug-Free Campus/Workplace

Revision Responsibility:	Executive Director of Human Resources
Responsible Executive Officer:	Vice President for Business & Finance

Purpose

To establish guidelines and standards for implementation of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Policy

I. Introduction

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.

II. Definitions

- A. Controlled Substance:** Controlled substances include drugs such as opium, opium derivatives, hallucinogens (like marijuana, mescaline, peyote, LSD psilocybin), cocaine, amphetamines, codeine, heroin and morphine. This definition does not include lawfully prescribed drugs which are being taken under a physician's or dentist's care. For a complete schedule of controlled substances, see Title 21, U.S. Code Annotated 812 which is available in the Library.
- B. Conviction:** Conviction includes a finding of guilt, plea of nolo contendere or imposition of a sentence by any state or federal judicial body.
- C. Workplace:** Workplace for purposes of this policy is defined as the buildings and grounds encompassing the main campus of Walters State Community College and off-campus buildings, grounds, and facilities operated or occupied by entities of the college.

III. Scope

A. Drug-Free Workplace Act

Effective as of March 18, 1989, the Drug-Free Workplace Act requires employers who contract with or receive grants from federal agencies to certify that they will meet certain requirements for providing a "drug-free workplace." The Act becomes applicable to Walters State when the institution:

1. receives a federal contract for the procurement of property or services where the contract amount (or value of the services) is \$25,000 or more, or
2. receives any federal grant. The Act imposes no monetary minimum on the grants to which it applies.

Walters State Community College is currently in receipt of federal grants and contracts meeting the above criteria, hence the institution is required to comply with the provisions of the Act.

B. Drug-Free Schools And Communities Act

Effective as of October 1, 1990, the Drug-Free Schools and Communities Act provides that in order to receive federal financial assistance of any kind, an institution of higher education must certify that it has "adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees." Each institution must have a program that, at the least, provides that all students and employees receive annually a written statement covering (1) standards of conduct concerning drugs and alcohol; (2) legal actions; (3) health risks; (4) available counseling and treatment programs; and (5) disciplinary sanctions that the institution will impose on students and employees. Every two years the institution must conduct a review of its program to determine the effectiveness, implement changes and ensure that disciplinary sanctions are being consistently enforced. These requirements are separate and distinct from the requirements under the Drug-Free Workplace Act of 1988. The Drug-Free Workplace rules related only to employees involved in work under federal grant or contracts and cover illegal drugs only, no alcohol. The rules under the Drug-Free Schools and Communities Act are broader in scope, covering drugs and alcohol, students and employees. The entire institution is covered by the Act as long as an institution receives any federal funds.

IV. Guidelines for Implementation of "Drug-Free Workplace Act of 1988" Effective Date

The effective date for implementation of the Drug-Free Workplace Act of 1988 at Walters State Community College is March 18, 1989. Penalty for Non-Compliance by Institution: Failure of the institution to comply with the Act may result in suspension of payments under the federal contract or grant or termination. While the Act does provide a hearing process, a final decision against the institution can make it ineligible for the award of any future contract, procurement of services or participation in a grant program with any federal agency for up to five years.

A. Notice to Students:

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. Suspension
3. Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
4. Expulsion from school

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 Director of Student 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.

B. Notice to Employees:

All faculty and staff employees as well as employees specifically involved in the performance of federal contracts and/or grants shall be given written notice:

1. That compliance with the provisions of this policy and the Drug-Free Workplace Act of 1988 is a condition of employment at this institution and a condition of employment under federal contracts and grants administered by this institution.
2. That the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on campus at Walters State Community College and at off-campus facilities operated or occupied by entities of the college.
3. That faculty and staff employees are required to notify the president of the college in person or in writing of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

In addition to the written notice to faculty and staff employees, this notice shall also be published periodically in the college media, discussed periodically at staff meetings and included in the indoctrination of all categories of new employees. Written notice shall also be given to all new employees as a part of the employment processing.

V. Drug-Free Awareness Program

The college Drug-Free Awareness Program shall be maintained by the counseling office with assistance from the management and supervisory staff of all organizational levels of the institution. The objectives of the program will be to inform faculty and staff employees of:

- A. The dangers of drug abuse in the workplace. This will be accomplished through the use of pamphlets, brochures, discussion at staff meetings, small group discussions, video presentations and by guest lectures.
- B. Information about the institution's policy of maintaining a drug-free environment. Information on this policy will be published periodically in The Bulletin, the Statesman, and other college publications. The policy will also be discussed periodically at faculty and staff meetings and will be included in the indoctrination of all categories of new employees.
- C. The penalties and sanctions that may be imposed upon faculty and staff employees for drug abuse violations will be included in the drug-free environment information programs discussed above. The types of penalties and sanctions will be enumerated in the Drug-Free Workplace Notification letters sent to each faculty and staff member of the college.
- D. The availability of drug counseling and professional drug rehabilitation programs.
- E. Counseling Office: The counseling department provides confidential counseling to students and employees on drug and alcohol related problems. This service is furnished at no cost to students or employees. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier.

VI. Employee Assistance Program (EAP)

Employees of the college and their dependents are eligible to participate in the State of Tennessee Employee Assistance Program, (EAP). Professional counseling services for drug and alcohol related problems are available through Magellan Health Services, an independent contractor. The counseling services are voluntary and strictly confidential. Up to 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.

VII. Notification to Contracting or Granting Agency

The college is responsible for making an official notification to the applicable federal contracting or granting agency within ten days after receiving notice from a faculty or staff employee or otherwise of an employee's criminal drug statute conviction for conduct in the workplace.

VIII. Penalties and Sanctions

Appropriate disciplinary action shall be taken in all cases in which faculty and staff employees are convicted of a drug statute violation for conduct in the workplace or otherwise violate the provisions of the Drug-Free Workplace Act of 1988 as implemented by this policy. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Penalties and/or sanctions may range from professional counseling to termination for cause based upon the circumstances and nature of the offense; however, faculty and staff members convicted of violations of the Drug-Free Workplace Act should not expect continued employment at this institution. Penalties and/or sanctions include any one or a combination of the following:

1. Recommended professional counseling.
2. Letter of warning/admonition.
3. Letter of probation.
4. Strongly encouraged to participate in a drug/alcohol counseling or rehabilitation.
5. Suspension from duty. Referral for possible prosecution.
6. Termination in accordance with the terms of employment-at-will contract.
7. Termination for cause.
8. Other appropriate disciplinary action.

IX. Guidelines for Implementation of the Drug-Free Schools and Communities Act Amendments of 1989

- A. Background: The following guidelines are established in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.
- B. Effective Date: The effective date for implementation of the Drug-Free Schools and Communities Act Amendments of 1989 at Walters State Community College is October 1, 1990.
- C. Penalty for Non-Compliance by Institution: Failure of the institution to comply with the Act may result in the loss or suspension of funds or any other form of financial assistance under any federal program. While the Act does provide a hearing process, a final decision against an institution can make it ineligible for federal contracts, grants or any other form of financial assistance under any federal program for an extended period of time.

X. 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)

XI. Health Risks Associated with 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 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, that is 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 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.

XII. 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 Assistant Vice President 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 Services. 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.

XIII. Notification to Employees and Students

All categories of employees and students (regardless of the length of the program of study) shall be notified in writing initially and on an annual basis of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. The initial notifications shall be made on or before September 4, 1990.

XIV. Review of Illicit Drug and Alcohol Program

A biennial review of the illicit drug and alcohol program established in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 shall be conducted under the supervision of the vice president for Business & Finance and the vice president for Student Services. The purpose of the review is to determine the effectiveness of the program, to implement changes as needed and to insure that the penalties and sanctions are being enforced consistently. The initial review shall be conducted in June 1992 with subsequent reviews being conducted every other year thereafter.

XV. Drug Prevention Program Certification

This certification, as required by the Drug-Free Schools and Communities Act Amendments of 1989, must be submitted to the Secretary of the U. S. Department of Education, in order for the institution to be eligible to receive funds or any other form of financial assistance under any federal program after October 1, 1990. This one-time certification shall be signed by the president of the college and submitted no later than September 4, 1990.

8/04; 3/06; 8/13 05/16; 08/23

09:04:00 Firearms and Other Weapons

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Sources:	TBR Policy 7.01.00.00; T.C.A. 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy; Tennessee Department of Human Services Rule, Chapter 1240-04-03

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.

Policy

I. 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. **Eligible Retired Law Enforcement Employee** - includes all faculty, executive, administrative, professional and support staff who are retired federal, state, or local law enforcement officers; served as a federal, state or local law enforcement officer for at least 20 years prior to retirement; retired in good standing as certified by the chief law enforcement officer of the organization from which the officer retired; is employed on a part-time basis by a TBR institution; and is not enrolled as a student at the institution.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **Institution Property** - means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
10. **Motor Vehicle** - mean a motor vehicle as defined by T.C.A. 55-1-103
11. **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.
12. **Parking Area** - means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
13. **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.
14. **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 of time 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.
15. **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).
16. **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.

II. 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). The permitless/constitutional carry legislation, T.C.A. 39-17-1307(g), does NOT allow permitless/constitutional carry on TBR/TBR institutions' property. The requirements of T.C.A. 39-17-1309 and this policy remain in effect.

III. Exceptions for Employees with Valid Handgun Carry Permits

A. In accordance with T.C.A. 39-17-1309 (e)(11) and subject to the limitations set forth in this policy, full time employees and eligible retired law enforcement 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, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

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 has 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 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.

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) (11) 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. Except for eligible retired law enforcement employees, 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) (11). 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 has 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 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)(11) 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
 1. 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);
 2. In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, 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);
 3. 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);
 4. 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
 5. 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.
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)
10. Employees who elect to carry a handgun under T.C.A. 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees students or third parties.
11. 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)(11) and this policy, must have 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 with in an arm's reach of the person at all times; or,
 2. Secured in their personal motor vehicle in accordance with this policy and T.C.A. 39-17-1313.

III. Other Exceptions to the Prohibition on Weapons

A. Any adult who is the holder of a valid handgun carry permit, concealed handgun carry permit, or who lawfully carries a handgun pursuant to T.C.A. 39-17-1307(g), may, unless expressly prohibited by federal law, 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
 - c. A person 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 devise during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.

B. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.

C. 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.

D. 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.

E. Civil officers of the United States in the discharge of their official duties may possess required weapons.

F. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.

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

V. 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.**

VI. Violations and Sanctions

- A. 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 or expulsion from the institution. Violation of applicable laws may also result in referral to a law enforcement agency, arrest, and/or prosecution. An institution's response to a violation of this policy and/or applicable law will be based on the totality of the circumstances, including but not limited to, any threat posed by such violation; whether the violation was intentional or inadvertent; and any history of non-compliance with this policy.
- B. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. 39-17-1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. 39-17-1313 or T.C.A. 49-7-163.

VII. 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)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, 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)(11).

09/17, 09/24

06:19:00 Background Checks

Revision Responsibility:	Executive Director of Human Resources
Responsible Executive Officer:	Vice President for Business & Finance

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

- 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 keys, 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 of 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 of Human Resources will discuss the information with the associate vice chancellor for 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's/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 A through C. The following steps will vary from those described above as follows:

- Step D. The contracts and compliance officer will evaluate background check requirements when developing contracts for services. If applicable, a background check form will be included in the contract packet. The completed form will be submitted to Human Resources.
- Step G. The results of the background check will be reviewed and evaluated by the executive director of Human Resources in conjunction with appropriate staff.
- Step K. The fees for the background check will be charged to the department initiating the request for the contract.
- Step L. The Office of Business & Finance 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."

02/07; 12/12; 10/13; 05/16; 08/20; 08/22

SECTION III

FACILITIES ACCESS

08:14:00 Access to and Use of Campus Property and Facilities (Non-Rental)

Revision Responsibility:	Vice President for Business & Finance
Responsible Executive Officer:	Vice President for Business & Finance

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.

Policy**I. Definitions**

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

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

II. 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 Services.
 - b. Individual faculty must obtain written permission from the vice president for Academic Affairs.
 - c. Staff members must obtain written permission from the vice president of their respective department.
 - d. Requests for activities taking place on the Greeneville, Sevierville, or Claiborne campuses must be approved in writing by the respective campus dean/director, rather than a vice president.
 - e. Requests for activities taking place at the Great Smoky Mountains Exposition Center must be approved in writing by the center's executive director.
Written requests and approvals or disapprovals may be in the form of an email message. Written disapproval of a request will include a statement regarding the basis for disapproval. Written approval or disapproval of a request will be provided to the applicant within a reasonable time. Copies of all written requests, along with approvals or disapprovals, shall be kept by the coordinator of Facilities Scheduling.
4. Affiliated entities or affiliated individuals approved to use campus facilities or property are subject to all WSCC and TBR rules and/or policies and federal, state, and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving vice president.
5. Use of property or facilities by affiliated entities or individuals will be subject to the same time, place, and other guidelines as are in place for non-affiliated entities/individuals.

C. Guest Speakers and Sponsored Groups

1. Faculty and/or affiliated entities may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class and where no fee or compensation from state funds will be paid to the speaker.
2. Where a request for use of campus facilities includes a proposed outside speaker involving payment of a total fee and/or expenses in excess of \$2,500.00 from institutional funds, the request must be submitted no later than 20 business days prior to the date of the proposed speaking engagement.

The college president or designee may approve requests to use facilities filed less than 20 business days in advance of the event in the case of a speaker paid from institutional or school funds, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for usage. Approval of late requests shall be within the sole discretion of the president or designee. The decision of the president or designee will be final.
3. Affiliated individuals and affiliated entities who wish to invite a guest speaker or reserve space for an event other than a regular class session, normal educational activity, or college-sponsored meeting must submit an application for use of campus facilities through their reporting supervisor and vice president to the coordinator of Facilities Scheduling.
4. The affiliated individual(s) or affiliated entity or entities sponsoring a guest speaker or event will be responsible for the conduct of both the speaker and the non-affiliated guests at the event as well as compliance with WSCC and TBR rules and/or policies and federal, state, and local laws while present on campus or using campus facilities or property.

D. Areas for Public Assembly

Any affiliated entity or affiliated individual wishing to assemble, demonstrate, distribute literature or engage in similar public activity on one of the WSCC campuses 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.

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

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

1. The activity must be held in the following assigned areas, unless otherwise specified:
 - a. Morristown Campus - College Center Building - Lobby-first floor
 - b. Claiborne County Campus - Parking Lot
 - c. Expo Center - Covered Warm-Up Ring
 - d. Greeneville Campus - 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 and procedures and local, state and federal laws must be obeyed.
14. Activities may not take place during final exam week in any semester.
15. Activities may not take place before 9:00 a.m. or after 6:00 p.m. Activities may not take place on Saturdays, Sundays or when the college is closed.
16. Activities are limited to a total of four per month for any individual or entity requesting usage. The college will consider additional requests for activities.
17. Children under the age of 18 are not permitted to participate in the activity without being accompanied by an adult.
18. WSCC is not responsible for equipment used by the participants in the activity.

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 or affiliated individuals or non-affiliated entities or non-affiliated individuals the use of college facilities, including areas assigned for public assembly. Such reasons may include, but are not limited to, the following:

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

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. 05/12; 05/16; 12/18.

08:14:01 Use of Facilities by Non-Affiliated Entities/Individuals (Facility Rentals)

Revision Responsibility:	Vice President for Business & Finance
Responsible Executive Officer:	Vice President for Business & Finance

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's mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all associated policies, 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 the 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) and its institutions.

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 the institution's policies and mission.

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 Office of the Vice President for Business & Finance oversees the 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. Requests for use of the facilities will be reviewed by the executive director of the Expo Center and/or appropriate vice president(s) and recommendations relative to approval or denial of the request will be made to the president, who is the 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

WSGC - 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 423-585-2617.

Facility	Site	Charge
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)	WSGC	\$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)	WSSC	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 5:30 p.m. (Monday through Thursday).

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 & Finance.

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. 05/12; 05/16; 09/24

08:19:00 Key, Fobs/Cards, Combinations Control

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance

Purpose

This statement of policy regarding access control of buildings and property owned or operated by Walters State Community College will serve as the framework by which keys, fobs/cards, as well as combinations to campus buildings and areas will be issued, monitored, and maintained. The Campus Police Department will implement and oversee the procedures relative to key control and will work closely with the campus community to ensure that campus access needs are met while ensuring proper maintenance, monitoring, and control over institutional keys, fobs/cards and combinations.

Policy

I. Objectives

- A. To allow appropriate campus access while achieving maximum physical security with minimum logistics.
- B. To maintain control of the campus access system including key duplication, fob/card programming and distribution as well as the assignment of combination numbers for area access.
- C. To maintain a recorded chain of accountability for all keys and fobs/cards issued.
- D. To restore physical security in a timely manner in the event access control is compromised.

II. General Access Control Guidelines and Responsibilities

- A. Keys, fobs/cards and combinations to college buildings and facilities will be issued to individuals upon proper approval in accordance with this policy.
- B. Keys, fobs/cards and combinations will be issued only to current employees or individuals otherwise approved by the president.
- C. Security of a college key, fob/card or assigned combination is the responsibility of the person to whom the key, fob/card or combination is issued.
- D. For emergency preparedness and key, fob/card or assigned combination security purposes, employees are encouraged to maintain college keys, fobs/cards and combinations in their possession at all times.
- E. The loss of a college key, fob/card or assigned combination 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.
- F. The duplication of any college key, fob/card or assigned combination by anyone other than the Campus Police Department is prohibited.
- G. Employees are responsible for locking doors to classrooms, laboratories, work areas, and/or offices after use to ensure the safeguard of college property. Under certain circumstances and when working alone in a building after hours or on weekends or holidays, employees are responsible for securing exit doors as they enter or leave a building.
- H. Requests for keys, fobs/cards or assigned combinations must be initiated by employees by completing the Campus Access Request form available on the Walters State website under student services, campus safety forms.
- I. After the Campus Access Request form is submitted through proper channels for approval, the request is forwarded to the Campus Police Department to be processed.
- J. Once the properly approved Campus Access Request form has been received and processed by Campus Police, the initiator will be notified that the key(s), fob/card or assigned combination is/are ready to be picked up in the Campus Police office. Requesting individuals will be required to sign for receipt of the keys, fob/card or assigned combination.
- K. Once keys, fob/card or assigned combinations are issued, routine access to needed work areas is the responsibility of the key, fob/card or assigned combination holder.

III. Guidelines for Campus Access/Key Request Approval

- A. A Campus Access Request form must be completed.
NOTE: Key, fob/card codes will be provided by the Campus Police department at the time the request is received in the Campus Police office.
- B. The access request form must be signed by the person initiating the request, along with all approving individuals. Approval for issue of building entrance keys, interior department keys, department master keys, and classroom keys as well as the replacement of lost or damaged keys must be approved by the department head/division dean, building/campus dean, and appropriate vice president.
- C. To obtain a building master key, great grand master key, or combination lock code, the justification section of the Campus Access Request form must be completed. In addition to the signatures outlined above, the president's signature must be obtained.

IV. Privately Owned Locks

Privately owned locks generally are not permitted on college facility doors except for lockers designated for personal use. In 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 and Finance for approval. A key, fob/card or assigned combination to the private lock must be supplied by the contracting agency to the Campus Police Department to be securely maintained on file for emergency entry purposes.

V. Issuance of Keys, Fob/Card or Assigned Combination to Adjunct Faculty, Contract, or Temporary Employees

Because of the difficulty in tracking and collecting keys issued to adjunct faculty, contracted, or temporary employees, it is necessary for department heads to request, re-issue and collect keys issued to these individuals. Keys requested for adjunct faculty, contracted or temporary employees will be placed on the department head's/division dean's key record. The department head/division dean should maintain a listing of individuals to whom keys are re-issued and collect those keys when no longer needed by the individual. The department head/division dean may maintain the keys for re-issue as needed. Keys no longer needed by the department head/division dean should be returned to the Campus Police Department to be removed from the department head's/division dean's record. Fobs/cards will be immediately deactivated upon notification to the Campus Police Department. Combinations will be changed.

VI. Issuance of Keys, Fob/Card or Assigned Combination to Cohort Program Administrators

Because of the difficulty in tracking and collecting keys issued to cohort program employees, keys, fobs/cards should be requested, re-issued, collected and returned to Campus Police by a cohort program administrator. Keys requested by a cohort administrator for use by a cohort employee will be placed on the cohort program administrator's key record. The program administrator may maintain the keys for re-issue as needed. Keys no longer needed should be collected by the program administrator at the end of the work term and returned to the Campus Police Department to be removed from the cohort program administrator's key record.

The Campus Access Request form should be submitted by the cohort program administrator for building entrance keys and interior keys. The cohort program administrator will be responsible for logging and re-issuing the keys to cohort program faculty, as well as retrieving the keys at the end of the teaching term. The Campus Access Request form should be forwarded to the appropriate Walters State building dean for approval and/or the vice president for Student Services. Once approved, the request form will be forwarded to the Campus Police Department to be processed. Once completed, the cohort program administrator will be contacted. The keys must be received and signed for by the cohort program administrator. Building entrance keys and interior keys should only be issued by the cohort program administrator to currently employed cohort program faculty. Keys should not be issued to cohort program student assistants.

VII. Issuance of Keys, Fobs/Cards or Assigned Combinations for Temporary Use

Temporary issuance of keys, fobs/cards or assigned combinations for emergency situations or use during special events must be approved by Campus Police. A Campus Police staff member will consult with the appropriate administrative staff for additional approval as necessary.

VIII. Issuance of Keys, Fobs/Cards or Assigned Combinations to Full-Time and Regular Part-Time Employees

A request for building entrance and interior keys, fobs/cards or assigned combinations should be initiated by the requesting employee member who will be responsible for and have the keys, fobs/cards or combinations in his/her possession. Building entrance and interior keys, fobs/cards or assigned combinations should only be issued to current employees. Employees should initiate a request for a key, fob/card or assigned combination to their office, laboratories, work area, and/or classrooms used for instruction.

IX. Responsibilities of Department Heads/Division Deans or Supervisors

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

- A. Approve keys, fobs/cards or combinations to be issued to full-time or regular part-time employees.
- B. Request and approve keys, fobs/cards or combinations to be re-assigned by the department head/division dean, or his/her designee, to any adjunct faculty, temporary part-time, or contracted employee.
- C. Ensure all keys, fobs/cards or combinations are returned to the Campus Police Department from employees who are full-time or regular part-time upon termination of employment, transfer to another department or building, or if the need for the key, fob/card or assigned combination no longer exists.
- D. Ensure adjunct faculty members return keys, fobs/cards or assigned combinations to the department head/division dean who requested and re-issued them.
- E. Report all incidents of lost keys, fobs/cards or assigned combinations in writing, to the immediate supervisor and Campus Police. Provide the following information:
 1. Name of individual to whom key(s), fob(s)/card(s) or combination(s) were issued
 2. Key, fob/card or assigned combination code number (if known)
 3. Room, building, or area to which the key provided access
 4. Date loss discovered and circumstances concerning the loss

X. Transfer of Keys, Fobs/Cards or Assigned Combinations

Transferring of keys, fobs/cards or assigned combinations from one individual to another should not occur without proper approval. A Campus Access Request form should be submitted with transfer information completed. Once the form is approved and received by the Campus Police, the transfer and receipt for keys, fobs/cards or combinations may occur. The individual to whom the key, fob/card or assigned combination was officially issued will remain the record key holder unless appropriate notification to transfer the key is made to Campus Police.

XI. Request for Duplicate Key

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

XII. Request for Lock Change or Re-Keying

Requests to have locks changed or re-keyed must be approved by the president or campus dean. A Campus Access Request form with the appropriate Lock Change/Rekeying Request section completed should be 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.

XIII. Return of Keys

Keys, fobs/cards or assigned combinations should be returned to the Campus Police office on the Greeneville, Morristown, and Sevierville campuses. Keys, fobs/cards or assigned combinations may be returned to the main office at the Claiborne Campus. If office staff or a Campus Police officer is not available at a campus site, keys may be returned to the Morristown Campus Police office. It is preferable that keys, fobs/cards or combinations be returned by the person to whom they were issued; however, exceptions may be warranted. A receipt will be written by the on-duty Campus Police officer for return of all key(s), fob(s)/card(s) or combination(s). A copy of the receipt will be given to the individual returning the keys, fobs/cards or combinations. The keys, fobs/cards or combinations will then be removed from the individual's campus access record by the campus access system manager if the returned items match the keys, fobs/cards or assigned combinations initially issued via the approved Campus Access Request form.

XIV. Removal of Keys/Locks from the Master System and Limited Access Areas

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

XV. Responsibilities of the Campus Police Department

Individuals who do not possess college keys, fobs/cards or assigned combinations but 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 access 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 Campus Police by written memo, or by e-mail, of the person's name and the circumstances regarding the need for access. Campus Police will verify approval for use of building/area by the appropriate building dean or vice president. Students may not be allowed entrance to building/areas without appropriate supervision of a college official or staff member.

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

XVI. Contractors and Concessionaires

When access to college facilities is required in connection with a commercially contracted project, the Facilities Management Department will coordinate the contractor's or concessionaire's access requirements with the vice president for Business and Finance or Campus Police. The facilities management supervisor will arrange for pickup of the key, fob/card or assigned combination after proper coordination. Subsequent to the admittance, Facilities Management will ensure that the contractor or concessionaire is thoroughly familiar with his or her responsibilities. Upon completion of the need for admittance, Campus Police personnel will visually check the area for damage or other problems before securing it. Facilities management staff should collect or arrange for return of the issued key(s), fob(s)/card(s) or assigned combination(s).

XVII. Individuals Not Employed by the College

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

05/16; 03/21; 08/22

SECTION IV

CAMPUS GEOGRAPHY

09:07:00 Campus Geography

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

PURPOSE

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

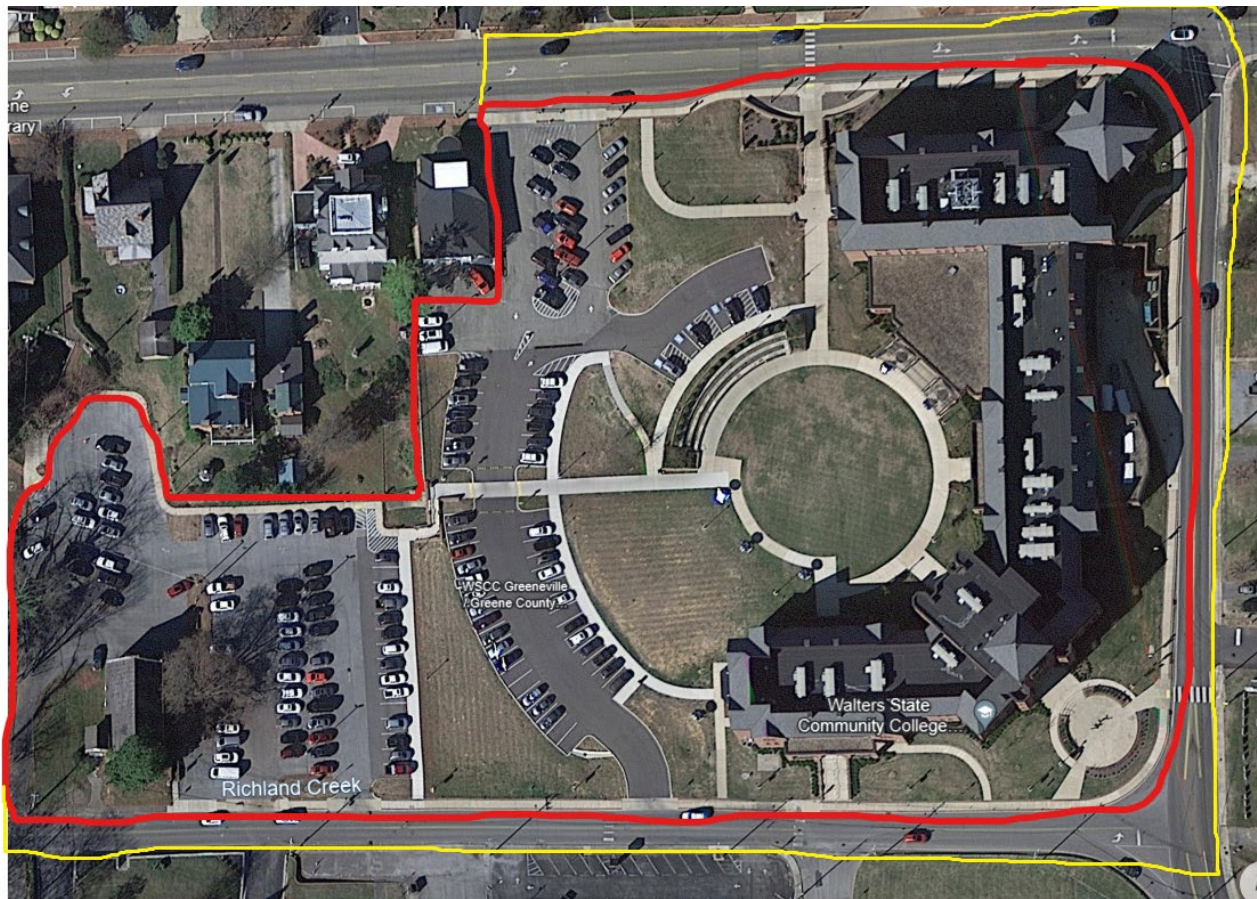
As defined in *The Handbook for Campus Safety and Security Reporting*, U. S. Department of Education:

- 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. **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.
- 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** refers 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 3-14 in the Annual Safety Report.

Niswonger Campus

221 North College Street, Greeneville, TN 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 Greeneville City Police Department



Campus property patrolled by Campus Police Department

Tusculum Boulevard Parking
Greeneville, Tennessee 37743
Category: Campus Property



Satellite Campus Property – Tusculum Boulevard Parking - Greeneville

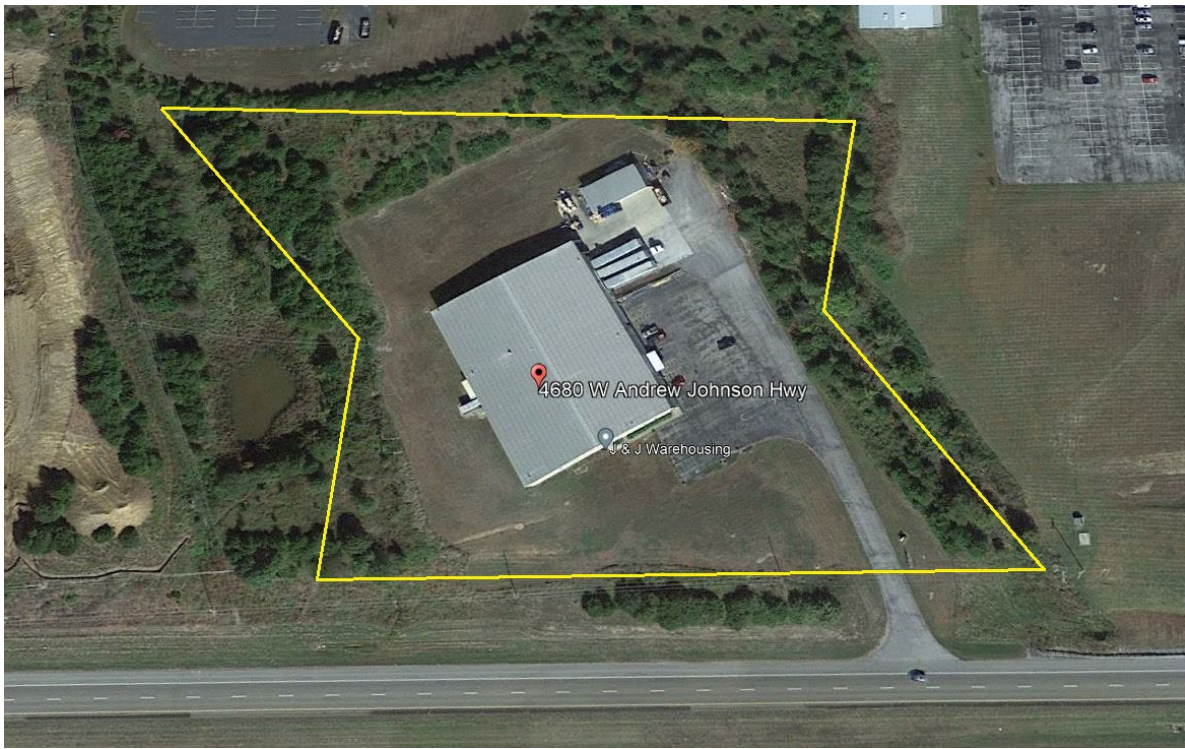
Legend:

- | | | |
|---|-----------------------------|---|
|  | 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



This location is no longer part of WSCC's property; lease agreement expired October 2023 and was not renewed.

Morristown Campus

500 S. Davy Crockett Parkway, Morristown, Tennessee 37813



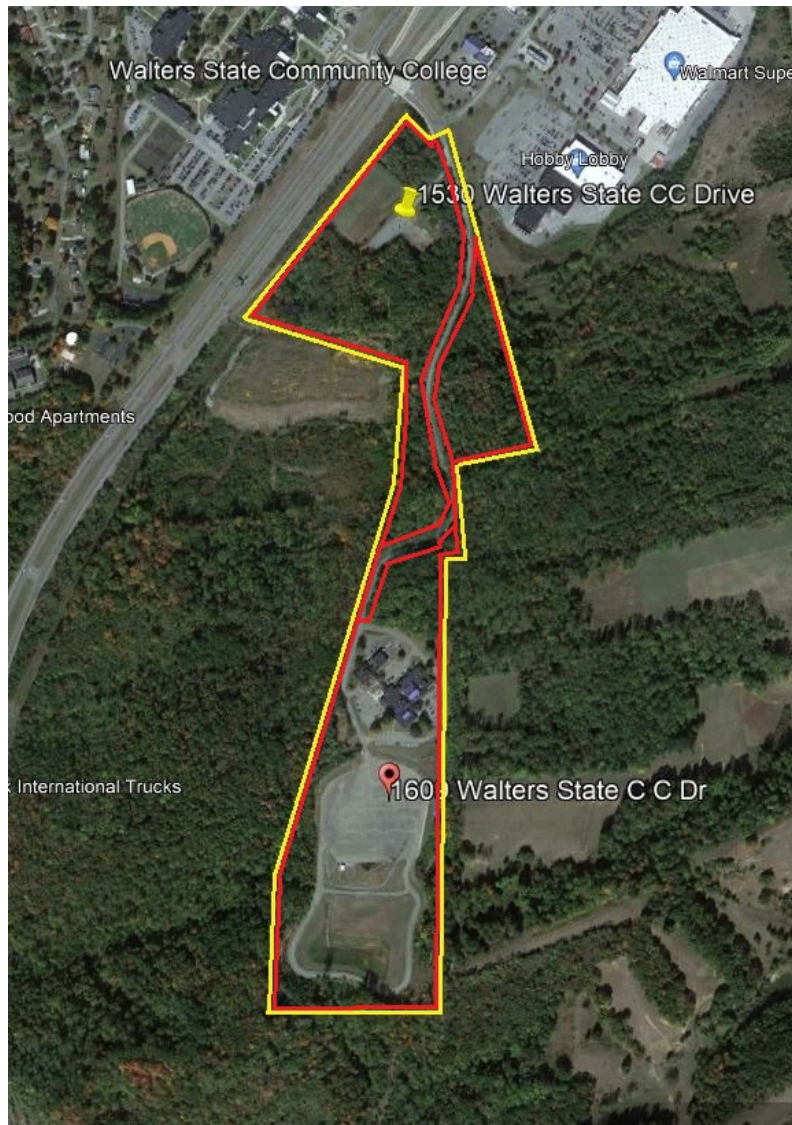
Legend:

-  **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



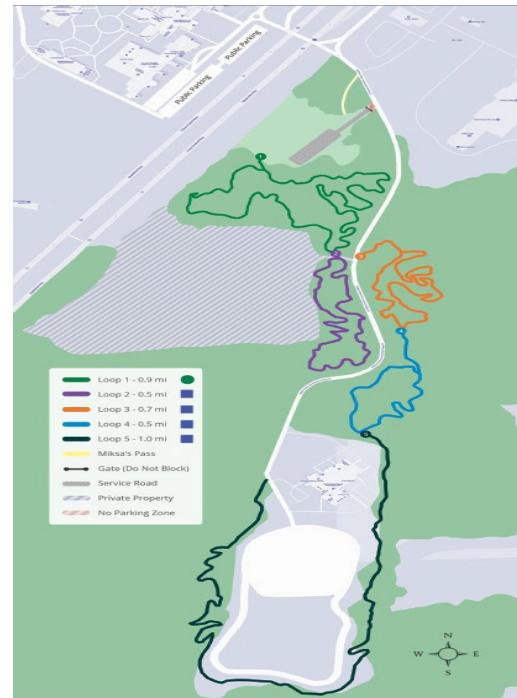
Legend:

-  **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

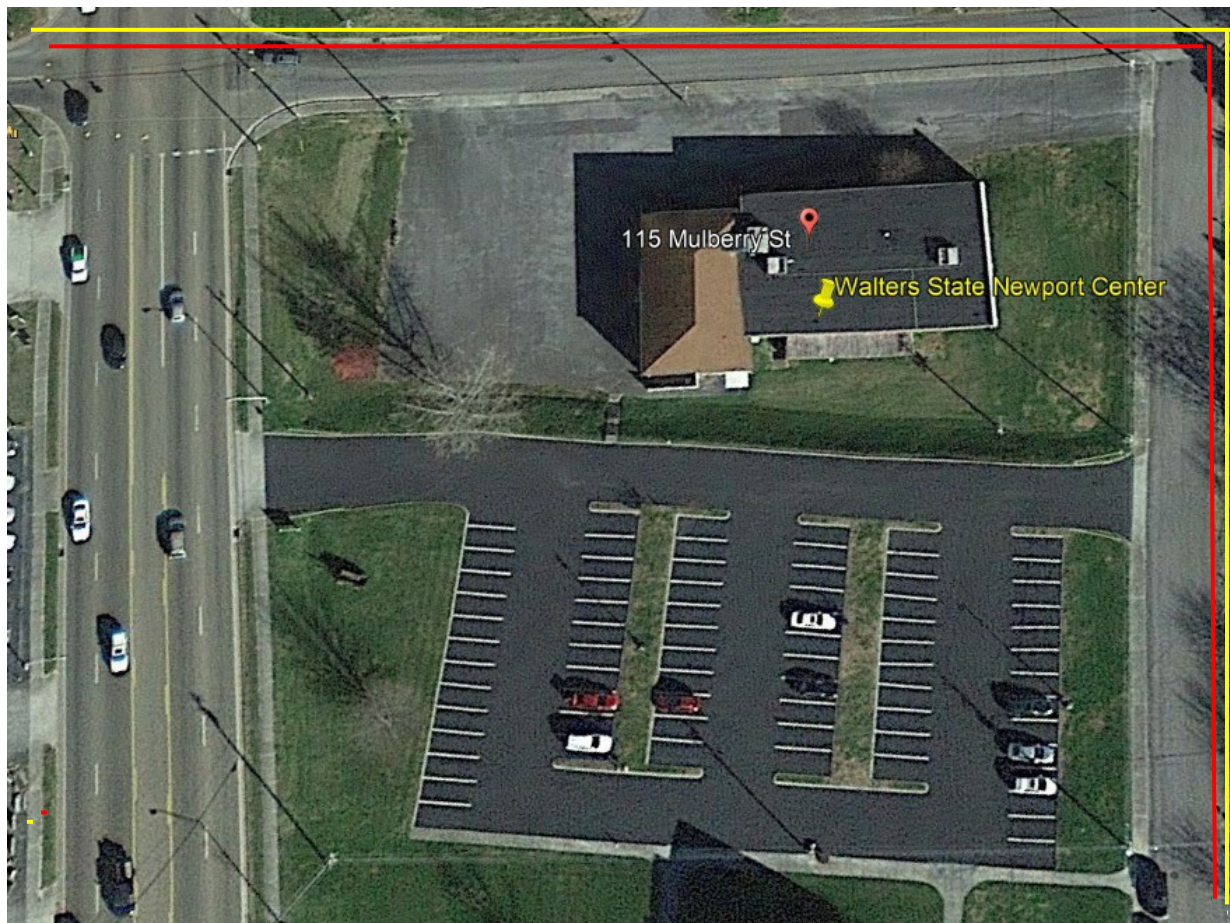


Legend:

- 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



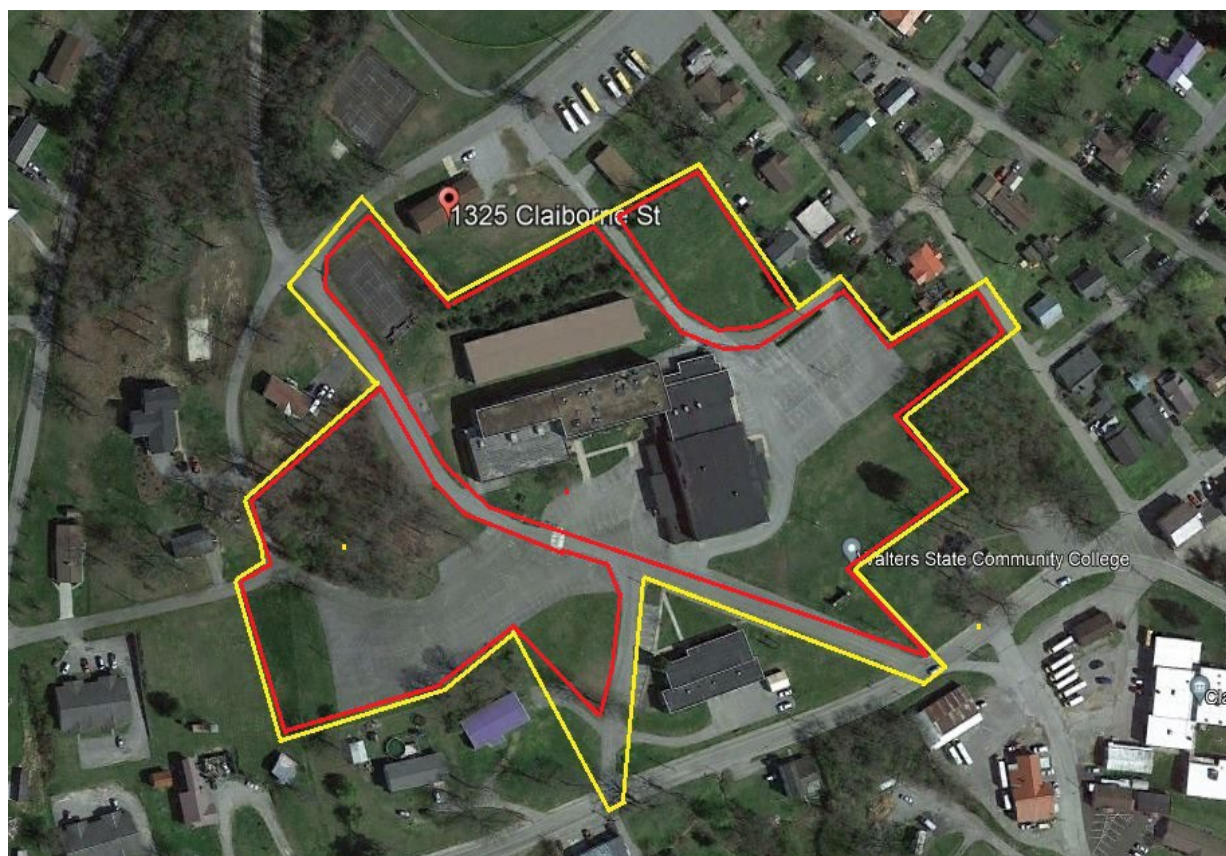
Legend:

- **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 & EVACUATION PROCEDURES

09:11:00 Emergency Preparedness

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

PURPOSE

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

09:14:00 Initial Emergency Incident Response

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

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

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

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

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

An emergency incident is any event that occurs, or may occur, within the College community that:

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

HOW TO CLEAR AN AREA/FLOOR/BUILDING

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

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

HOW TO ACCOUNT FOR CERT MEMBERS AND EMPLOYEES

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

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

USE OF STAIRWELLS OR RAMPS

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

09:15:00 Emergency Evacuation

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

PURPOSE

To establish emergency evacuation protocol.

POLICY

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

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.

10/19

09:16:00 Emergency Relocation

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

PURPOSE

To establish emergency relocation protocol.

POLICY

Relocation is the moving of individuals to areas ***inside*** a building believed to offer better or increased cover and protection in the wake of impending or immediate danger including, but not limited to, severe weather. Building and floor coordinators, faculty and staff, and those designated by building coordinators should direct groups to the relocation area. In instances of severe weather, upon arriving at the relocation area, individuals should sit down, draw knees to their chest, 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.

10/19

09:17:00 Emergency Lockdown

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

PURPOSE

To establish emergency lockdown protocol.

POLICY

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 assailant.
 - b. Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
 - c. If in doubt, find the safest areas available and secure it the best way you can.
 - d. Provide as much descriptive information as possible to 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
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.

10/19

09:18:00 Emergency Shelter-in-Place

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

PURPOSE

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

POLICY

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:
 - a. Follow previous procedure for lockdown.

09:21:00 Emergency Preparedness Training and Evaluation

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

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

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, and 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

09:22:00 Emergency Notification

Revision Responsibility:	Chief of Campus Police
Responsible Executive Officer:	Vice President for Business & Finance
Source/Reference:	Institutional Emergency Preparedness Plan

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

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

Confirmation means that an institutional official or an public safety official has 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- to 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.

ONGOING 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 ongoing. 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 ACTIVATE EMERGENCY NOTIFICATIONS

Table 6
Methods of emergency notification and personnel authorized to activate emergency notifications systems

Campus Location	Responsible Department	Telephone	Method of Notification
Claiborne	Campus Police	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
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 SENATORS' 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.

Table 7

Audible Message Content

AUDIBLE MESSAGE CONTENT

Action	Message Content	Message Cancellation Content
Evacuation	<p><u>ATTENTION</u></p> <p>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.</p>	<p><u>ATTENTION</u></p> <p>The evacuation alert has been cancelled. Please return to your work and classroom areas and resume normal activities.</p>
Relocation	<p><u>ATTENTION</u></p> <p>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.</p>	<p><u>ATTENTION</u></p> <p>The relocation alert has been cancelled. Please return to your work and classroom areas and resume normal operations.</p>
Lockdown / Shelter-In-Place	<p><u>ATTENTION</u></p> <p>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</p>	<p><u>ATTENTION</u></p> <p>The lock down/shelter-in-place alert has been cancelled. Please unlock your doors and resume normal operations.</p>

response personnel. This is a lockdown/shelter-in-place alert.

9/13, 9/17, 9/18, 10/19, 09/24

09:23:00 Timely Warning

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

PURPOSE

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

POLICY

It is the policy of Walters State Community College 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.

ONGOING 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 **ongoing**, 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 EMAIL

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

Table 8

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

Campus Location	Responsible Department	Telephone	Method of Notification
Claiborne	Campus Police	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
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

10/19, 09/24

SECTION VII

CAMPUS SECURITY AUTHORITIES

09:24:00 Campus Security Authorities

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

PURPOSE

The purpose of this policy 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

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 CRIME

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.

Table 9

Clery Act Crimes

GROUP A	GROUP B (Report only if involves Hate or Bias)	Disciplinary 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. 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

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

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

IDENTIFIED CAMPUS SECURITY AUTHORITIES

There are a number of individuals and campus organization leaders who are identified as CSAs on the Walters State campuses. The campus security authority list is available in the office of Campus Police.

CAMPUS SECURITY AUTHORITY TRAINING

Campus Security Authorities receive training annually concerning institutional and legal obligations to report any knowledge that might be obtained relative to criminal activity. A training announcement is distributed to each identified Campus Security Authority through the Campus Police Department.

10/19, 09/24

CAMPUS SECURITY AUTHORITIES

ADMINISTRATION & STUDENT SERVICES

NAME	Email	TITLE	LOCATION	OFFICE	TELEPHONE
Saul Reyes	saul.reyes@ws.edu	President	Morristown	CCEN 112	423-585-6772
Mark Hurst	mark.hurst@ws.edu	Vice President	Morristown	CCEN 108	423-585-6876
Angela Smith	angi.smith@ws.edu	Vice President/BIT	Morristown	LIB 301	423-585-2681
Jarvis Jennings	jarvis.jennings@ws.edu	Executive Director/BIT	Morristown	CCEN 109C	423-585-6845
Brock Fisher	brock.fisher@ws.edu	Vice President	Morristown	CCEN 100D	423-318-6829
Jesse VanderLaan	Jesse.vanderlaan@ws.edu	Interim Dean	Morristown	HUM 148P	423-585-6956
Tera Howerton	Tera.howerton@ws.edu	Dean	Morristown	TECH 226C	423-585-6961
Chris Knight	chris.knight@ws.edu	Dean	Morristown	MBSS 220	423-585-6879
Mark Wills	mark.wills@ws.edu	Dean	Greeneville	GRNV 112	423-798-7970
Jama Spicer-Sutton	jama.sutton@ws.edu	Dean	Sevierville	MMH 111	865-774-5805
Matthew Smith	matthew.smith@ws.edu	Dean	Morristown	NSCI 124	423-585-6881
Sheila Williams	Sheila.williams@ws.edu	Dean	Morristown	TECH 104A	423-585-6992
Kim Bolton	Kim.bolton@ws.edu	Dean	Claiborne	CCEN 108	423-851-4773
Matthew Hunter	matthew.hunter@ws.edu	Dean	Morristown	CCEN 126E	423-585-2611
Chad Bryant	chad.bryant@ws.edu	Dean/BIT	Morristown	PSC 118	423-585-2677
Whitney Jarnagin	Whitney.jarnigan@ws.edu	Dean	Morristown	MBSS 133	423-585-2636
Matthew Hunter	Matthew.hunter@ws.edu	Dean	Morristown	CCEN 126E	423-585-2611
Avery Swinson	Avery.swinson@ws.edu	Director	Morristown	CCEN 100C	423-585-2688
Brandy Lester	Brandy.lester@ws.edu	Coordinator	Morristown	CCEN 249A	423-585-6925
Amy Jackson	Amy.jackson@ws.edu	Director/BIT	Morristown	SSB U136	423-585-6860
Andy Hall	Andy.hall@ws.edu	Assist. Vice President/BIT	Morristown	SSB U139	423-585-6801
Debbie Johnson	Debbie.johnson@ws.edu	Counselor/Coordinator/BIT	Morristown	SSB U145	423-585-6802
Jason Newcomb	Jason.newcomb@ws.edu	Counselor/BIT	Sevierville	MMH 120A	865-774-5812
Ray White	Ray.white@ws.edu	Counselor/BIT	Greeneville	WSGC 104	423-798-7962
Roxanne Bowen	Roxanne.bowen@ws.edu	Counselor/Director/BIT	Morristown	SSB U144	423-585-6806
Casey Fielden	Casey.fielden@ws.edu	Coordinator	Morristown	LIB 300	423-585-6902
Amy Humphrey	Amy.humphrey@ws.edu	Director	Morristown	CCEN 222	423-318-2563
Corey Bishop	Corey.bishop@ws.edu	Professional Advisor	Morristown	MBSS 148	423-585-2639
Megan Blaylock	Megan.blaylock@ws.edu	Professional Advisor	Morristown	CCEN 145	423-585-6820
Caleb Chrisman	Caleb.chrisman@ws.edu	Professional Advisor	Morristown	CCEN 222	423-318-2341
Alisha Cox	Alisha.cox@ws.edu	Professional Advisor	Claiborne	WSCE 223A	423-851-5218
Erin Dean	Erin.dean@ws.edu	Professional Advisor	Morristown	CCEN 222	423-585-2654
Trish Gossett	Trish.gossett@ws.edu	Professional Advisor	Morristown	TECH 261	423-318-2571
Shannon Grissette	Shannon.grissette@ws.edu	Professional Advisor	Morristown	CCEN 222C	423-585-6842
Abby Hill	Abby.hill@ws.edu	Professional Advisor	Morristown	TECH 246	423-585-2683
Casey Hillon	Casey.hillon@ws.edu	Professional Advisor	Greeneville	WSGC 212	423-798-7979
Karen Lawson	Karen.lawson@ws.edu	Professional Advisor	Morristown	NSCI 101	423-318-6176
Karen Sartain	Karen.sartain@ws.edu	Professional Advisor	Sevierville	ACAD 122	865-774-5801
Leslie Sutton	Leslie.sutton@ws.edu	Professional Advisor	Morristown	MBSS 212	423-585-6914
Frank Umbarger	Frank.umbarger@ws.edu	Professional Advisor	Morristown	CCEN 222	423-585-6849

CAMPUS SECURITY AUTHORITIES

COACHES, ASSISTANT COACHES AND TRAINERS

NAME	Email	TITLE	LOCATION	OFFICE	TELEPHONE
Derek Creech	derek.creech@ws.edu	Athletic Director	Morristown	CCEN 249	423-585-6759
Mike Van Bruggen	mtvanbruggen@ws.edu	Athletic Trainer	Morristown	CCEN 158	423-585-6784
David Shelton	david.shelton@ws.edu	Baseball	Morristown	CCEN 167F	423-585-6781
Sean Robinson	sean.robinson@ws.edu	Baseball	Morristown	CCEN 167	423-585-6754
Trey Massengill	Trey.massengill@ws.edu	Baseball	Morristown	CCEN 167	423-585-6754
Logan Hulette	logan.hulette@ws.edu	Baseball	Morristown	CCEN 167B	423-585-6782
Tony Patterson	tony.patterson@ws.edu	Golf	Morristown	CCEN 249C	423-585-2637
Jerry Nichols	jerry.nichols@ws.edu	Men's Basketball	Morristown	CCEN 167D	423-585-6758
Arcuas McGhee	arcuas.mcgee@ws.edu	Men's Basketball	Morristown	CCEN 167	423-585-6758
Jasmine Coleman	Jasmin.coleman@ws.edu	Women's Basketball	Morristown	CCEN 167A	843-543-3149
Chris Harris	Chris.harris@ws.edu	Women's Basketball	Morristown	CCEN 167A	423-585-6827
Britney Purser	britney.purser@ws.edu	Softball	Morristown	CCEN 167C	423-318-2745
Emma Frost	emma.frost@ws.edu	Softball	Morristown	CCEN 167	423-318-2745
Raymond Farmer	Raymond.farmer@ws.edu	Cross Country	Morristown	CCEN 167	423-585-6754
Karli Yarid	Karli.yarid@ws.edu	Cross Country	Morristown	CCEN 167	423-585-6754
Mary Mitchell	Mary.mitchell@ws.edu	Cross Country	Morristown	CCEN 233	423-585-2641
Johnny Dalton	Johnny.dalton@ws.edu	Esports	Morristown	CCEN 233	423-585-6863
Tyler McNeer	Tyler.mcneer@ws.edu	Esports	Morristown	CCEN 233	423-585-6863
Megan Blaylock	Megan.blaylock@ws.edu	Volleyball	Morristown	CCEN 145	423-585-6820
Makenzie Jenkins	makenzie.jenkins@ws.edu	Volleyball	Morristown	CCEN 233	423-585-6863

CAMPUS POLICE

NAME	Email	TITLE	LOCATION	OFFICE	TELEPHONE
Greg Coker	Greg.coker@ws.edu	Chief of Police/BIT	Morristown	CCEN 242F	423-585-6882
Donnie Davis	Donnie.davis@ws.edu	Police Officer	Morristown	WIC 100	423-585-6752
Jennifer Dolan	Jennifer.dolan@ws.edu	Police Officer	Morristown	WIC 100	423-585-6752
John Holmes	John.holms@ws.edu	Police Officer	Greeneville	WSGC 111	423-798-7961
Jonathan Smelcer	Jonathan.smelcer@ws.edu	Sergeant	Greeneville	WSGC 111	423-798-7961
Melissa Bullington	Melissa.bullington@ws.edu	Police Officer	Morristown	WIC 100	423-585-6859
Michael Jones	Michael.jones@ws.edu	Police Officer	Greeneville	WSGC 111	423-798--7961
Paul Boling	Paul.boling@ws.edu	Police Officer	Morristown	WIC 100	423-585-6752
Logan Mathes	Logan.mathes@ws.edu	Sergeant	Sevierville	MMH Lobby	865-774-5813

PUBLIC SAFETY DIVISION

NAME	Email	TITLE	LOCATION	OFFICE	TELEPHONE
Chad Bryant	Chad.bryant@ws.edu	Dean	Morristown	PSC 118	423-585-2677
John Reeves	john.reeves@ws.edu	Director	Morristown	PSC 119	423-585-2669
Nathan Antrican	Nathan.antrican@ws.edu	Department Head/BIT	Morristown	PSC 170	423-318-2747
Myles Cook	Miles.cook@ws.edu	RLEA Coordinator	Greeneville	WSGC 269	423-798-7967
Travis Stansell	Travis.stansell@ws.edu	RLEA Director	Greeneville	WSGC 265	423-798-7990
Chuck Evans	Chuck.evans@ws.edu	RLEA Instructor	Greeneville	WSGC 264	423-798-7975

CAMPUS SECURITY AUTHORITIES

CLUB SPONSORS

NAME	Email	CLUB	LOCATION	OFFICE	TELEPHONE
Mark Buckner	Mark.buckner@ws.edu	ACM Student Chapter	Morristown	TECH 248B	423-585-2666
Ryan Thiessen	Ryan.thiessen@ws.edu	Adventurers	Morristown	CCEN 300	423-585-6998
Casey Fielden	casey.fielden@ws.edu	Adventurers & SGA	Morristown	LIB 300	423-585-6902
Misty Peters	misty.peters@ws.edu	Agriculture	Morristown	TECH 134	423-585-2663
Amy Evans	Amy.evans@ws.edu	Art	Morristown	HUM 137B	423-318-2754
Laura Osteen	Laura.osteen@ws.edu	Art	Morristown	CCEN 216	423-585-2632
Elena Owens	Elena.owens@ws.edu	Astronomy	Claiborne	WSCE 106	423-851-4772
Marlin Curnutt	Marlin.curnutt@ws.edu	BCM, Claiborne Christian Ministries, & TN Intercollegiate Student Legislature	Claiborne	WSCE 031	423-851-4760
Roxanne Bowen	Roxanne.bowen@ws.edu	Black Student Union	Morristown	SSB U144	423-585-6806
Aqilah Rashid	Aqilah.rashid@ws.edu	Black Student Union	Morristown	CCEN 126D	423-585-2642
Glenn McGuire	Glen.mcguire@ws.edu	Business Mgmt.	Morristown	TECH 232	423-585-2645
Elissa Keck	Elissa.keck@ws.edu	Choir	Morristown	HUM 126	423-585-6951
Aaron Young	Aaron.young@ws.edu	Claiborne Co. Service-Learning	Claiborne	WSCE	423-851-4767
Jane Overman	Jane.overman@ws.edu	Culinarians Guild	Sevierville	CAPE 129	865-774-4826
Belle Elliot	belle.elliott@ws.edu	Debate	Morristown	HUM 109C	423-585-6957
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SECTION VIII

CAMPUS VIOLENCE & PREVENTION

09:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct

Revision Responsibility:	Vice President for Student Services
Responsible Executive Officer:	Vice President for Student Services

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:

1. 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.

2. 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.

3. 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](#). 01/15; 05/16

09:01:00 Sex Discrimination

Revision Responsibility:	Executive Director of Human Resources
Responsible Executive Officer:	Vice President of Student Services

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**I. Sex Discrimination**

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

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

1. Recruitment and admission;
2. Academic, extracurricular, research, occupational training, health-related training, and other education programs;
3. Rules on student life activities;
4. Facilities;
5. Access to course offerings;
6. Counseling;
7. Financial assistance;
8. Employment assistance;
9. Health and insurance benefits and services;
10. Rules on marital or parental status; and
11. Athletics.

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

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

1. Employment criteria;
2. Recruitment and hiring;
3. Promotion, tenure, demotion, transfer, layoff, termination, nepotism policies, and rehiring;
4. Compensation;
5. Job assignments, classifications, and descriptions, lines of progression and seniority lists;
6. Leave;
7. Fringe benefits; and
8. All other terms, conditions, and privileges of employment.

01/15; 05/16

09:02:00 Sexual Harassment

Revision Responsibility:	Executive Director of Human Resources
Responsible Executive Officer:	Vice President for Student Services

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, does 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. If the harassment rises to the level of sexual misconduct, it will be addressed in accordance with TBR Policy 6:03:00:00 and WSCC Policy 09:03:00.

Policy

I. General Procedures

A. Designation of Responsible Employee

1. The Executive Director of Human Resources/Title IX Coordinator and the Vice President for Student Services will coordinate the efforts of the College to comply with the Acts and the Regulations.
2. Pursuant to institutional policy, the Executive Director of Human Resources/Title IX Coordinator and Vice President for Student Services will adhere to the calendar deadlines in evaluating the compliance efforts of the institution, coordinate such efforts, and investigate.
3. The Executive Director of Human Resources/Title IX Coordinator and the Vice President for Student Services 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 and contact information are listed in WSCC Policy 06:34:00 and will be submitted to the Chancellor.

B. Complaint Procedures

1. Students and employees shall utilize the complaint and investigation procedure set forth in TBR Guideline P-080 Discrimination and Harassment - Complaint and Investigation Procedure and the associated Walters State Community College [Policy 06:34:00](#) Harassment - Sexual, Racial and Other when filing complaints arising under the Acts or the Regulations. If the allegation is sexual misconduct, the procedure in TBR Policy 6:03:00:00 and WSCC Policy 09:03:00 should be followed.

C. Statement and Dissemination of Policy

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

D. Self-Evaluation

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

01/15; 05/16; 08/20; 08/22

09:03:00 Sexual Misconduct

Revision Responsibility:	Executive Director of Human Resources
Responsible Executive Officer:	Vice President for Student Services
Source/Reference:	TBR Policy 6:03:00:00; Campus Save Act; Title IX ; TCA § 36-3-601; TCA § 36-3-601(5)(c); TCA § 39-17-315 TBR Policy 3:02:00:01 and Walters State Policies 04:18:02 and 4:18:03 WSCC Policy 06:34:00; WSCC Handbook

Purpose

It is the intent of the Tennessee Board of Regents that the institutions under its jurisdiction shall fully comply with Title IX of the Education 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. This policy addresses the offenses defined herein as “Sexual Misconduct.” Sexual Misconduct is a subset of a broader category of sexual harassment. Allegations of sexual harassment that do not meet the definition of Sexual Misconduct will be handled in accordance with TBR Guideline P-080 and applicable institutional policy. The Tennessee Board of Regents intends for each institution to provide a single, easily accessible and user-friendly document to advise students, employees, and others affected by Sexual Misconduct of each institution’s rules and procedures. Institutions under the Tennessee Board of Regents system shall ensure that the sexual misconduct policy is in a format or formats that make it readily available. The following policy and procedures are adopted by the Board to assist the institutions in such compliance.

Definitions

For the purpose of this policy, the following definitions shall apply:

- Complainant – a person who is alleged to be the victim of conduct that could constitute Sexual Misconduct. A Complainant may also be referred to as a Party.
- Consent - an active agreement to participate in a sexual act. An active agreement is words and/or actions that indicate a willingness to participate in a sexual act. 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.
- 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 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.
- Domestic violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurs, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurs. In cases involving allegations of mutual acts or threats of acts of violence, the investigator will, when appropriate, identify the primary aggressor in the situation based on the totality of the information gathered, including without limitation: the history of violence between the Parties; the relative severity of the injuries inflicted on each person; information gathered from the persons involved in the situation and witnesses to the situation; and whether the acts or threats were done in self-defense. The primary aggressor will be considered the Respondent for purposes of evaluating Domestic Violence.
- Education program or activity – education programs and activities include locations, events, or circumstances over which the TBR or a TBR institution exercises substantial control over both the Respondent and the context in which the alleged Sexual Misconduct occurred. Relevant factors include whether the alleged conduct took place (i) on or off premises owned or controlled by TBR or a TBR institution, (ii) during school or work hours, (iii) as part of an institution-sponsored social activity, and (iv) as part of an activity that advances an educational purpose. Education programs or activities also include any building owned or controlled by a student organization that is officially recognized by a TBR institution. Whether Respondent is a TBR or TBR institutional employee, and if so, the nature of the Respondent’s employment may be relevant. No single factor is determinative, including whether or not the alleged harassment took place on premises owned or controlled by a TBR institution. The Title IX Coordinator, after consulting with the Office of General Counsel, will make a fact-specific decision whether, if proven, the allegations arise out of an education program or activity. Where some alleged Sexual Misconduct took place within a TBR or TBR institution education program or activity and some took place outside of it, the Title IX Coordinator will determine whether to investigate all of the allegations in accordance with this policy. The decision-maker will also make a determination whether the TBR institution has established by a preponderance of the evidence that Sexual Misconduct took place in an institutional education program or activity.
- Force/Forced – words and/or conduct that, viewed from the perspective of a reasonable person, substantially impair(s) a person’s ability to voluntarily choose whether to take an action or participate in an activity. Examples of Force include, without limitation:
 - Physical force (e.g., hitting, punching, slapping, kicking, restraining, choking, kidnapping, using a weapon, blocking access to an exit);
 - Words and/or conduct that would cause a reasonable person to fear:
 - Physical force or other harm to the person’s health, safety, or property, or a third person’s health, safety, or property;
 - Loss or impairment of an academic benefit, employment benefit, or money;
 - Disclosure of sensitive personal information or information that would harm a person’s reputation;
 - Disclosure of video, audio, or an image that depicts the person’s nudity or depicts the person engaging in a sexual act(s); or
 - Other immediate or future physical, emotional, reputational, financial, or other harm to the person or a third person.
- Formal Complaint – a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting that the institution investigate the allegation. At the time of filing a Formal Complaint, a Complainant either must be participating in or attempting to participate in the institution’s education program or activity implicated by the Formal Complaint.
- “Incapacitation” means that a person lacks the ability to actively agree to a sexual act because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that a sexual act is occurring, or their mental, physical, or developmental abilities renders them incapable of making a rational informed judgment. Incapacitation is not the same as legal intoxication. See Clarifications for more information.
- Respondent – a person who has been alleged to be a perpetrator of conduct that could constitute Sexual Misconduct. A Respondent may also be referred to as a Party.

- “Retaliation” means to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by this policy constitutes retaliation. Retaliation is a violation of this policy regardless of whether the underlying allegation of a violation of this policy is ultimately found to have merit.
 - The exercise of rights protected under the First Amendment and other provisions of the United States Constitution does not constitute retaliation.
 - Charging an individual with a policy or conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation.
- “Sexual Assault” is an umbrella term that includes rape, fondling, incest, and statutory rape.
 - “Rape” means the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - “Fondling” means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.
 - “Incest” means sexual intercourse between persons who are related to each other within degrees where marriage is prohibited by law.
 - “Statutory rape” means sexual intercourse with a person who is under the statutory age of consent.
- Title IX Sexual Harassment – conduct on the basis of sex that satisfies either of the following:
 - an employee of an institution conditioning provision of an aid, benefit, or service of an institution on an individual’s participation in unwelcome sexual conduct (quid pro quo);
 - unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity. “Reasonable person” means a reasonable person under similar circumstances as and with similar identities to the Complainant. TBR institutions will consider the totality of the circumstances, including without limitation, the context in which the conduct and/or words occurred, and the frequency, nature, and severity of the words and/or conduct. In no event shall Title IX sexual harassment be construed to prohibit speech protected by the First Amendment to the United States Constitution (e.g., merely offensive or insulting speech). (With respect to conduct by employees, TBR institutions also prohibit sexual harassment in accordance with TBR Guideline P-080 and institutional policy.) See Clarifications for more information.
- Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to either (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress. “Course of conduct” means two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates with or about another person, or interferes with another person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. For the definition of Stalking, “reasonable person” means a reasonable person under similar circumstances and with similar identities to the Complainant.

Policy/Guideline

I. Prohibition of Sexual Misconduct and General Information

- A. Sexual Misconduct is a form of sex discrimination prohibited by Title IX. TBR is committed to helping its institutions rid their campuses of any and all acts of Sexual Misconduct. As set forth in this policy, Sexual Misconduct includes Title IX Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and Sexual Assault. TBR and its institutions strictly prohibit these offenses. Each institution shall adopt its own policy that is consistent with this policy. For purposes of institutional policies, a reference to the institution includes the TBR System Office for any complaints, investigations, adjudications, and other proceedings that involve the TBR System Office.
1. Because Sexual Misconduct is a subset of the broader category of sexual harassment, not all sexual harassment allegations will be handled according to this policy. Allegations of sexual harassment that do not fall within the more limited definition of Sexual Misconduct or otherwise do not meet the criteria for filing a Formal Complaint will be handled in accordance with TBR Guideline P- 080 and institutional policy.
 2. With respect to allegations of Sexual Misconduct against faculty and staff in which a student is not the Complainant, additional laws and policies apply, most notably Title VII and anti-discrimination policies. In such situations and absent unusual circumstances, the Complainant may file a Formal Complaint pursuant to this policy or proceed pursuant to TBR Guideline P-080 and the appropriate institutional policy.
 3. With respect to allegations of Sexual Misconduct in which a student is either a Complainant or Respondent and meets the criteria for filing a Formal Complaint, absent unusual circumstances, pursuing a Formal Complaint pursuant to this policy will be the appropriate method of addressing the allegations.
 4. Upon receiving and assessing a report of Sexual Misconduct and/or sexual harassment, the Title IX Coordinator will decide whether the criteria for proceeding under this policy are met and whether another policy may apply. If there is a possibility of proceeding pursuant to TBR Guideline P-080 and another institutional policy, the Title IX Coordinator will explain the options.
 5. In addition to conduct by students, faculty, and staff, this policy applies to conduct by third parties. An example of a third party is a vendor with whom the institution contracts to provide services.
 6. This policy applies to all students and employees, regardless of sexual orientation or gender identity.

B. Title IX Coordinators

1. Each institution shall clearly identify its Title IX Coordinator’s name and contact information (mailing address, phone number, email address, etc.) in its institutional policy and on its website. A Deputy Title IX Coordinator has the same authority under this policy as the Title IX Coordinator.
2. To view a list of Title IX Coordinators by Institution, follow this link: <https://www.tbr.edu/oesi/office-organizational-effectiveness>

C. Lack of Bias and Equitable Treatment

1. Neither the Title IX Coordinator, any investigator, any decision-maker, any person designated to facilitate an informal resolution process, nor anyone deciding an appeal will have a conflict of interest or bias for or against complainants or respondents generally, or against an individual Complainant or Respondent.
2. The Title IX Coordinator is responsible for appointing investigators, decision- makers, and appellate reviewers, and may appoint someone from another institution or someone not employed by a TBR institution in order to avoid potential bias or for other reasons. In the event of potential bias of the Title IX Coordinator, or if the Title IX Coordinator believes that another person should serve in that role for other reasons, the Title IX Coordinator should report the matter to TBR Central Office.
3. Institutions will provide a prompt, fair, and impartial investigation, adjudication, and, if applicable, disciplinary process. Institutions will treat Complainants and Respondents equitably, which includes an objective evaluation of all relevant evidence, including both evidence that tends to prove or disprove the allegations.
4. Credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.
5. The investigation will proceed with a presumption that the Respondent is not responsible for the alleged conduct unless and until a Determination of responsibility for a violation of this policy is made at the conclusion of the decision- making process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests with the institution. The parties do not carry the burden of proof. It is the institution’s responsibility to establish Sexual Misconduct by a preponderance of the evidence.
6. The institution shall provide simultaneous written notification to the Parties of (1) any initial, interim, or final decision by an official authorized to resolve disciplinary matters, (2) any available appeal procedures for that decision, (3) any change to that decision, and (4) when that decision becomes final. The Parties will receive timely and equal access to information.

II. How to Report Sexual Misconduct

- A. TBR institutions take seriously all complaints of sexual discrimination, sexual harassment, and Sexual Misconduct. This section explains the various reporting, complaint, and confidential disclosure options available to enable individuals to make informed choices about where to turn should they experience sexual discrimination, sexual harassment, or Sexual Misconduct.
1. TBR institutional policy shall explain how to report Sexual Misconduct to the Title IX Coordinator. Such a report can be made at any time, including during non- business hours, by using the telephone number or electronic mail address, or office mail address listed for the Title IX Coordinator.
 2. TBR recommends that reports and complaints of all Sexual Misconduct be made to the Title IX Coordinator so that the institution can respond appropriately. Although reports and complaints of Sexual Misconduct may be made at any time, reports should be made as soon as possible so that the institution is best able to address the allegation.

3. TBR encourages anyone who witnesses, experiences, or has information about possible Sexual Misconduct to take reasonable actions to prevent or stop such actions. This may include speaking up while the behavior is taking place or immediately afterwards, reporting the behavior (in accordance with the reporting options outlined in this policy), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to any type of Sexual Misconduct need not confront the other Party. The appropriate process to address the conduct is through this or other applicable policy.

B. Supportive and Interim Measures

1. After receiving a report of potential Sexual Misconduct, whether or not the report is a Formal Complaint, the Title IX Coordinator will contact the Complainant to discuss the availability of Interim/Supportive Measures, inform the Complainant of their availability, and consider the Complainant's wishes with respect to potential Interim/Supportive Measures. The Title IX Coordinator will also explain the process for filing a Formal Complaint.
2. The Title IX Coordinator, in conjunction with the appropriate department, may implement interim, supportive, or protective measures while assessing, investigating, and resolving the report. These Interim/Supportive Measures are non-disciplinary, non-punitive, individualized services and are offered without fee or charge to the Complainant or Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.
3. They are designed to restore or preserve equal access to the institution's programs or activities without unreasonably burdening the other Party and may include measures designed to protect the safety of all Parties or the institution's educational environment or deter Sexual Misconduct.
4. These measures may include, but are not limited to: mutual no-contact directives; access to counseling services and assistance in setting up an initial appointment; changing schedules, assignments, or job/study locations to lessen or minimize contact; extensions of deadlines and course-related adjustments; limiting or barring an individual's or organization's access to certain institutional facilities or activities; providing an escort to ensure safe movement on campus; providing academic support services, such as tutoring; arranging for a Party to re-take a course or withdraw from a class without penalty; administrative leave; leave of absence; institution-imposed leave or physical separation from individuals or locations.
5. The institution will attempt to maintain the confidentiality of such Interim/Supportive Measures, to the extent that it can do so without impairing its ability to effectuate the Interim/Supportive Measures or to investigate and adjudicate the complaint.

C. Formal Complaint

1. Any person alleging to be a victim of Sexual Misconduct that took place within an education program or activity of a TBR institution in the United States may file a Formal Complaint under this policy.
2. A Complainant who wants a TBR institution to conduct an investigation and take action in accordance with this policy must file a Formal Complaint alleging Sexual Misconduct.
3. A Complainant must submit a written Formal Complaint in person, by mail, or via electronic mail to the Title IX Coordinator. The document must contain the Complainant's physical signature or a "digital signature." (A digital signature is information transmitted electronically that enables the Title IX Coordinator to determine that the Complainant is the person submitting the complaint, including, but not limited to, an email from a TBR institutional account or a typed version of the Complainant's name. A digital signature need not reproduce a written signature.) A Formal Complaint cannot be submitted anonymously. Only the Title IX Coordinator can submit a Formal Complaint on behalf of another person.
4. Although TBR institutions will attempt to consider the wishes of Complainants, including that no investigation be conducted, TBR institutions will also consider their obligations under both TBR policy and applicable law, including Title VII of the Civil Rights Act of 1964. Thus, when the Title IX Coordinator receives a report of Sexual Misconduct, and especially when the complaint involves an employee, the Title IX Coordinator may decide to investigate the matter pursuant to Guideline P-080 and institutional policy, even if the Complainant does not want the report investigated. If the Title IX Coordinator decides to file a Formal Complaint, the Title IX Coordinator is not a "Party" to any investigation, Determination or hearing process.
5. Complainants should provide as much of the following information as possible: what happened, where, and when; names of all people involved, including witnesses (if any); supporting documentation (if any); and contact information. TBR encourages reporting of Sexual Misconduct even if some or all information is unavailable or cannot be provided. The Title IX Coordinator will explain their role, the options for reporting an incident, potential available Interim/Supportive Measures, and the available resources for assistance.

D. Confidential Resources (who will not share information with Title IX Coordinator)

1. TBR encourages victims of Sexual Misconduct to talk to someone about what happened, whether they want their report to be investigated or not. Institutions should offer Complainants someone to talk to confidentially, so that they can get the support they need. Institutional policy shall explain that some resources are confidential and should be considered if the Complainant does not want the institution to investigate the matter.
2. If the institution employs or contracts with such individuals, confidential resources include licensed professional counselors/mental health providers when acting in that role; pastoral counselors acting in that capacity; and medical professionals when acting in a clinical role. These resources do not report any information about an incident to the Title IX Coordinator without a Complainant's permission. Institutional policies shall identify and provide contact information for any confidential reporting options within the institution.
3. Counselors and health care providers not affiliated with the institution will generally maintain confidentiality and not share information with the institution unless the Complainant requests the disclosure and signs a consent or waiver form. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a person seeks treatment for injuries related to a violent crime, including injuries resulting from Sexual Misconduct or abuse of a minor.

E. Reporting by Employees

1. Institutional policy shall provide that:
 - a. All employees who learn of Sexual Misconduct (or any form of sexual harassment or sex discrimination, or retaliation) are encouraged to report such matters to the Title IX Coordinator.
 - b. Supervisors and managers who learn of Sexual Misconduct (or any form of sexual harassment or sex discrimination, or retaliation) must immediately report such concerns to the Title IX Coordinator.

F. Anonymous and Third-Party/Bystander Reporting

1. Institutional policy shall encourage third parties to report incidents of Sexual Misconduct to the Title IX Coordinator. The institution may not be able to move forward with third-party reports if the Complainant does not wish to file a Formal Complaint or cooperate with an investigation.
2. After providing a report, third parties are not entitled to information about the institution's investigation and response due to privacy concerns and applicable federal and state laws.

G. Abuse of Minors

1. Institutional policy shall include a statement that Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether the child has sustained any apparent injury as a result of the abuse.
2. In the event of a life-threatening emergency, a report of child abuse or child sexual abuse should be made by calling 911. In other cases, a report of child abuse or child sexual abuse must be made immediately to one of the following authorities:
 - The Tennessee Department of Children's Services (the Central Intake Child Abuse Hotline is 1-877-237-0004);
 - The sheriff of the county where the child resides;
 - The chief law enforcement official of the city where the child resides; or
 - A judge having juvenile jurisdiction over the child.
3. In addition, institutional employees shall make a report of child abuse or child sexual abuse in connection with an institutional program or activity to the Title IX Coordinator. Note that a report to an institutional law enforcement or security agency is not sufficient to comply with state law.

H. Law Enforcement

1. The following law enforcement agencies listed in this policy are available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence. Law enforcement may be required to report potential violations of this policy to the Title IX Coordinator and to report incidents of sexual assault and other criminal acts of a serious nature to other law enforcement authorities.

2. TBR institutions shall list applicable local law enforcement agencies.

I. Reporting Pursuant to the Nottingham Act.

1. Unless the victim of a rape does not consent to the reporting of an offense, the chief security officer or chief law enforcement officer of each institution shall immediately notify the local law enforcement agency with territorial jurisdiction over the institution if the officer is in receipt of a report from the victim alleging that any degree of rape has occurred on the property of the institution. The chief security officer or chief law enforcement officer shall designate one (1) or more persons who shall have the authority and duty to notify the appropriate law enforcement agency in the absence of the chief security officer or chief law enforcement officer. In the case of an alleged rape, the institution's law enforcement agency shall lead the investigation. After notifying the local law enforcement agency, the institution shall cooperate in every respect with the investigation conducted by the law enforcement agency. T.C.A. § 49-7-129.
2. If the victim does not consent to the reporting, the chief security officer or chief law enforcement officer of each institution shall not report the offense to the local law enforcement agency. T.C.A. § 49-7-2207; T.C.A. § 49-7-129.

III. Additional Information

A. No Retaliation

1. Retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or opposes Sexual Misconduct (or any other form of discrimination prohibited by institutional policy) is prohibited. Individuals must not interfere with an investigation. Retaliation will result in disciplinary measures, up to and including termination or expulsion.
2. In order to help prevent retaliation, institutional policy is to keep confidential the identity of anyone who has made a report or complaint of sex discrimination, including anyone who has filed a Formal Complaint of Sexual Misconduct, any Complainant, any Respondent, and any witness except as is required to carry out an institution's responsibilities under this policy, as permitted by FERPA, or as required by law.
3. Anyone who wishes to file a complaint of retaliation should contact the Title IX Coordinator.

B. Emergency Removal/Administrative Leave

1. If it appears, based on an allegation of Sexual Misconduct, that a student may constitute an immediate and direct threat to the physical health or safety of another individual, the institution will conduct an individualized inquiry and risk analysis and may place the student on interim suspension on an emergency basis. If the institution implements an interim suspension, the student shall be given the opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the interim suspension. Institutions shall follow the procedures set forth in TBR Policy 3.02.00.01-General Regulations on Student Conduct & Disciplinary Sanctions (and applicable institutional policies) before placing any student on interim suspension.
2. The institution may place employees on administrative leave or similar action while addressing allegations of Sexual Misconduct.
3. Visitors, vendors, and other third Parties may be removed from the premises consistent with applicable policies and procedures.

C. Court Orders

1. Individuals may seek orders of protection, restraining orders, or other similar orders from a court of law.

D. Institutions shall not create a separate procedure for investigating and resolving complaints of Sexual Misconduct involving athletes or any other subgroup of students.

E. Participation in the Formal Complaint process by a Complainant, Respondent, institution, or other person does not waive applicable privileges, including attorney-client privilege, doctor-patient privilege, the peer review/quality improvement privilege, etc. The holder of a privilege may waive it in certain circumstances.

IV. Investigation and Outcomes

A. The Office of General Counsel shall always be consulted prior to investigation.

B. Intake and Assessment of Formal Complaints

1. The Title IX Coordinator will assess the nature of reports and Formal Complaints, including whether one or more allegations meet the criteria for the filing of a Formal Complaint (e.g., whether the allegations include conduct that, if proven, took place in the United States and will constitute Sexual Misconduct in an education program or activity by a participant or someone attempting to participate in the education program or activity). If a Formal Complaint include some allegations that, if proved, constitute Sexual Misconduct and some that do not meet that definition, the Title IX Coordinator will decide whether be all allegations will be investigated pursuant to this policy or whether the allegations will be investigated according to another policy or guideline. As appropriate, the Title IX Coordinator may initiate proceedings under another policy, refer the matter to another department, and/or inform the Complainant about the availability of other methods to address the allegations.
2. As part of the assessment, the Title IX Coordinator or designee may contact the Complainant and ask for information about the allegations. Supporting documents, such as emails, photos, text messages, and any other evidence should be preserved. If witnesses were present or have relevant knowledge, it is important to identify them, state what they may know, and inform the investigator how they can be contacted.
3. Where Formal Complaints involving more than one Complainant and/or more than one Respondent arise out of the same facts and circumstances, the Title IX Coordinator may consolidate Formal Complaints.

C. Notice of Allegations

1. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to known Parties. (A Notice of Allegations will be provided even if the Formal Complaint is dismissed at the same time or shortly after the Notice of Allegations issues (e.g., the allegations if proven do not meet the definition of Sexual Misconduct)). The Notice of Allegations will enable both Parties to appeal the dismissal or to proceed under another policy.) The Notice of Allegations shall contain:
 - a. an explanation of the investigation and grievance process, including a copy of or link to institutional policy, as well as any other applicable policies;
 - b. the availability of an informal resolution process;
 - c. explanation of the allegations potentially constituting Sexual Misconduct in sufficient detail and with sufficient time to prepare a response before any initial interview. A Respondent will have at least three (3) business days after issuance of a Notice of Allegations prior to an initial interview, but depending on the nature of the allegations, additional time may be offered or requested;
 - d. the identity of the Parties involved in the incident, if known, and the date and location of the alleged incident;
 - e. a statement that the Respondent is presumed not responsible for the alleged conduct unless and until a Determination of responsibility has been issued;
 - f. a statement that the Parties may have an advisor of their choice at meetings they are permitted to attend. The advisor may be, but is not required to be, an attorney. (Parties may hire their own attorneys. At a live hearing only, TBR institutions will provide advisors to Parties who do not have their own);
 - g. any statements in TBR institutional policies, procedures, or guidelines that prohibit knowingly making false statements or knowingly submitting false information during the process; and
 - h. a statement that retaliation against a person who makes a report or files a complaint, participates or assists in an investigation, encourages another to file a complaint, or opposes Sexual Misconduct is prohibited and will result in disciplinary measures, up to and including termination or dismissal.
2. If, during the course of an investigation, the institution decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations, the institution will provide additional written Notice of Allegations to known Parties.

D. Dismissal of Formal Complaints

1. The Title IX Coordinator shall obtain advice from the Office of General Counsel before dismissing a Formal Complaint.
2. If the Title IX Coordinator concludes that the Complainant was not participating in or attempting to participate in an institutional education program or activity at the time of the Formal Complaint or that the conduct alleged in a Formal Complaint would not constitute Sexual Misconduct even if proved, did not occur in an institution's education program or activity, or did not occur against a person while in the United States, the Title IX Coordinator shall dismiss the Formal Complaint.
3. The Title IX Coordinator has discretion to dismiss a Formal Complaint or any allegations in it, if at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it; the Respondent is no longer enrolled by, employed by, or associated with a TBR institution; or specific circumstances prevent the TBR institution from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.

4. The Title IX Coordinator may decide to dismiss a Formal Complaint of Sexual Misconduct and refer the matter for disposition pursuant to a different policy, guideline, or process when an allegation of Sexual Misconduct is dismissed or when a Formal Complaint ceases to include an allegation of Sexual Misconduct.
5. Upon dismissal of a Formal Complaint for any reason, the Title IX Coordinator will promptly send written notice explaining the reasons for dismissal to the Parties. The dismissal notice will also explain whether the TBR institution will investigate or respond to the allegations under another policy, guideline, or process and the availability of other methods to address the allegations.

E. Informal Resolution

1. Because a full investigation and adjudication process may not be in the best interests of all concerned, the Title IX Coordinator may decide to offer an informal resolution process. The informal resolution process is designed to provide flexibility in crafting a resolution to a Formal Complaint that meets the needs of the Parties and the institution. Informal resolutions may include meetings facilitated by the TBR institution or third parties, resolutions facilitated by the Title IX Coordinator without formal meetings, mediations, and/or restorative justice concepts. Disciplinary action may or may not be part of any informal resolution. Both Parties must agree in writing to participate in any informal resolution process that the Title IX Coordinator may offer.
2. An informal resolution process is only available after the filing of a Formal Complaint and prior to a Determination regarding responsibility. If the Title IX Coordinator believes an informal resolution may be appropriate, the Title IX Coordinator will propose an informal resolution process in either the initial Notice of Allegations or a subsequent written document. The Title IX Coordinator may discuss with the Parties the details of how the process will work. The written notice will contain the allegations or refer to the Notice of Allegations, set out the informal resolution process, explain that at any time prior to agreeing to a resolution, the Complainant, Respondent, or the institution may withdraw from the informal resolution process and resume the investigation and adjudication process under this policy, and identify any records that will be maintained or shared related to the process.
3. The Title IX Coordinator will not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Misconduct against a student.

F. Investigation of Formal Complaints

1. The TBR institution will investigate all Formal Complaints, unless dismissed or resolved. During the investigation:
 - a. The institution will not access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in the professional's capacity and made or maintained in connection with the treatment to the Party, unless the Party voluntarily consents in writing;
 - b. The investigator will conduct an investigation that is appropriate under the circumstances. The investigation will include a review of documents and physical evidence, as well as interviews with the Parties and other witnesses, unless they decline to be interviewed. The investigator may request access to premises, records, and documents deemed relevant. As the investigation progresses, the investigator may seek clarification, including during a subsequent interview, from any person participating in the investigation regarding the incident or their statement. A Party who learns or remembers any additional information should notify the investigator immediately. The Parties will have an equal opportunity to provide evidence and to identify witnesses, including fact and expert witnesses. Parties are encouraged to provide, as soon as possible, any evidence that the Party believes to be relevant and wants the investigator to consider. If at all possible, all evidence should be provided in time for the investigator to make it available for inspection and review;
 - c. Although the Parties are encouraged to provide the institution with information and evidence related to the allegations, the institution is ultimately responsible for gathering evidence sufficient to reach a Determination regarding responsibility;
 - d. The institution will not restrict the Parties from discussing the allegations under investigation or from gathering and presenting relevant evidence. Any restrictions on the ability of the Parties to discuss matters related to the proceeding but which are not under investigation will be explained in the Notice of Allegations;
 - e. Each Party will have the opportunity to obtain and to be accompanied to a meeting or proceeding by an advisor of their choice, who may, but is not required to be, an attorney, in accordance with Section IV.H. below;
 - f. When a Party is invited or expected to participate in a meeting, the institution will provide written notice of the date, time, location, participants, and purpose of the meeting, interview, or hearing, with sufficient time for the Party to prepare to participate;
 - g. Both Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence that is directly related to the allegations but upon which the institution does not intend to rely in reaching a Determination regarding responsibility. The institution will include both evidence that tends to prove and disprove the allegations, whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation;
 - h. Prior to the completion of an investigation report, the institution will send to each Party the evidence subject to inspection and review. Unless a Party requests that the institution not do so, the institution will also send the evidence to each advisor who has been identified. An institution may decide to provide access to evidence through electronic means that is not available for download. In such case, the Parties and their advisors are prohibited from, directly or indirectly, photographing or reproducing such evidence (unless the Party has access to the evidence independent of the portal, e.g., documents submitted by the Party or publicly available information); and
 - i. The institution will provide at least ten (10) calendar days for the Parties to respond to the evidence provided for inspection and review. The investigator will share any written response with the other Party and will consider any written response prior to completing the investigative report.

G. Investigation Report

1. At the conclusion of the investigation, the investigator will prepare written report. The report shall:
 - identify the allegations;
 - identify relevant policies, guidelines, and other standards;
 - explain the procedural steps taken between receipt of the Formal Complaint and the conclusion of the investigation, including all notifications to the Parties, interviews with the Parties, interviews with other witnesses, dates of all interviews, any site visits, and the methods used to gather evidence; and
 - fairly summarize the relevant evidence.
2. The written report shall not make findings of fact or conclusions regarding the application of facts to this policy.
3. The Parties should provide any written response as soon as possible, as the investigator may issue an amended investigation report if the investigator deems appropriate and if a Party provides comments in sufficient time for the investigator to do so. The Parties' written responses and any amended investigation report will be sent to the decision-maker.
4. At least ten (10) calendar days prior to a hearing, the investigator will send to each Party the investigation report in either electronic or hard copy, for review and written response. Unless a Party requests that the institution not do so, the institution will also send the investigation report to an advisor whom the Party has been identified.

H. Advisors

1. Both the Complainant and the Respondent will be permitted to have an advisor of their choosing present during meetings where their attendance is permitted or expected. Nothing in this policy shall be read to require that an institution allow a Party to attend an interview of the other Party or of a witness.
2. The advisor may accompany and confer privately with a Party, but the advisor may not interrupt, speak on behalf of a Party, or otherwise actively participate in any meeting, except for conducting cross-examination at a live hearing.
3. An advisor's failure to comply may result in the termination of the meeting or the advisor no longer being permitted to be present.
4. TBR and institutional personnel employed in the offices responsible for the disciplinary proceedings described in this policy, along with those in the chain of command, personnel employed by OGC, and others whose participation could create a conflict of interest with their duties are not eligible to serve as advisors. The institution shall not otherwise limit the choice of an advisor.
5. If there is a question or concern about a possible advisor, the Title IX Coordinator should be consulted. A Party choosing to have an attorney present as an advisor must provide advance notice so that a member of OGC can attend any meeting at which an attorney will be present.

I. Recordings

1. Parties are not permitted to record any meeting conducted pursuant to this policy.
2. When a live hearing is conducted, the institution will create an audio recording, audiovisual recording, or transcript and make it available to the Parties for inspection and review.

J. Past Relationships and Conduct

1. Previous sexual relationships of the Complainant and Respondent with third parties generally are irrelevant.
2. A past sexual relationship between the Complainant and Respondent may or may not be relevant. For example, past sexual encounters may provide insight on communication patterns for purposes of determining whether consent was present.
3. Questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent.

K. Standard of Evidence

1. In determining whether Respondent engaged in Sexual Misconduct, TBR institutions use the preponderance of the evidence standard of evidence in evaluating whether Sexual Misconduct occurred. A "preponderance of the evidence" means the greater weight of the evidence or that, according to the evidence, the conclusion sought by the party with the burden of proof is the more probable conclusion.
2. The burden of proof will remain with the institution through the Determination.

L. Timeline

1. Formal Complaints typically will be resolved (exclusive of any appeals) within 90 calendar days of filing.
2. Appeals will be resolved within fifteen (15) calendar days of the filing of an appeal.
3. Given the many variables and factors that may arise in such cases, additional time may be needed in some cases. Any departure from these time frames will be for good cause and communicated in writing or by email to both the Complainant and the Respondent simultaneously, along with a new timeline and explanation of the reasons. Good cause to extend the deadlines includes, but is not limited to, the absence of a Party, a Party's advisor, or witness; concurrent law enforcement activity; or the need for language assistance or the accommodation of disabilities.
4. Incompletion of the process within such time frames is not cause for dismissal of a Formal Complaint.

M. Parallel Investigations with Law Enforcement

1. The filing of a police report or the pendency of civil or criminal proceedings does not preclude the institution from proceeding with its investigation and Determination.
2. The investigation and Determination may be delayed until law enforcement has finished gathering evidence and indicated that the institution may proceed with an investigation, but the institution generally will not wait for the conclusion of any criminal proceeding.
3. Civil or criminal proceedings are separate and distinct from internal institutional proceedings, and they may or may not run parallel to one another. However, the institution may be required by law to provide information in civil or criminal proceedings.
4. Institutional policies shall set forth parameters and clarify what information may and may not be shared during a parallel investigation with law enforcement (e.g., via a memorandum of understanding with local law enforcement).

N. Live Hearings

1. The institution will conduct a live hearing of Formal Complaints not dismissed pursuant to this policy in order to make a determination whether this policy has been violated. The decision-maker appointed by the Title IX Coordinator has the authority to maintain order at the hearing and make all decisions necessary for the fair, orderly, and expeditious conduct of the hearing. The decision-maker shall be the final decider concerning all aspects of the hearing, including prehearing matters and at the hearing, how evidence is examined and the order of witnesses.
2. At the request of either Party, the institution will provide for the live hearing to be conducted with the Parties located in separate rooms with technology enabling the decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions.
3. In cases involving more than one Respondent, any Party may request separate hearings by submitting a request at least five (5) business days before the hearing. The Title IX Coordinator will decide whether to grant the request.
4. Live hearings may be conducted with all Parties physically present in the same geographic location or, at the institution's discretion, any or all Parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
5. At least ten (10) business days prior to a live hearing, the institution will provide both Parties with written notice of the following:
The time, place, date of the hearing, and electronic access information, if applicable;
The name of each witness the institution expects to present or be present at the hearing and those the institution may present if the need arises;
The right to request a copy of the investigative file (other than portions that are protected by law or privilege), which includes all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint;
The right to request copies of all documents, copies of electronically stored information, and access to tangible evidence that the institution has in its possession, custody, or control and may use to support claims or defenses;
The right to have an advisor of the Party's choice, who may be, but is not required to be an attorney, and that if the Party does not have an advisor present at the hearing, the institution will provide an advisor of the institutions' choice, without fee or charge, to ask the other Party and any witnesses all relevant questions and follow-up questions on behalf of that Party;
Any Party in need of an institution-provided advisor must inform the Title IX Coordinator at least five (5) business days before the hearing;
Any cross-examination of any other Party or witness must be conducted by the advisor; and
Additional information may be included in the notice of hearing.
6. When notice is sent by U.S. mail or courier service, the notice is effective on the date the notice is mailed or delivered to the courier service. When notice is hand delivered by the institution, notice is effective on the date that the notice is delivered to a Party. When notice is sent by email, the notice is effective on the date that the email is sent to the Parties' institution-provided email account.
7. The decision-maker may conduct a pre-hearing meeting or conference with the Parties and their advisors to discuss pre-hearing issues, including any technology to be used at the hearing and the general rules governing the hearing.
8. The decision-maker may allow a temporary delay of the process or the limited extension of time frames for good cause with written notice to the Parties of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
9. If a Party fails to attend a hearing, the decision-maker may proceed without that Party's participation.
10. During the hearing, the decision-maker will make evidence subject to review and inspection during the investigation phase available to give each Party equal opportunity to refer to that evidence, including for purposes of cross-examination.
11. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to provide that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
12. Only relevant cross-examination and other questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or question from someone other than the decision-maker, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
13. The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
14. The decision-maker will permit each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing will be conducted directly, orally, and in real time by the Party's advisor and never by a Party personally. Conducting cross-examination will be the advisor's only opportunity to speak. Advisors will not engage in other presentation of arguments or evidence, including opening statements, closing arguments, or direct examinations.
15. If a Party does not have an advisor at the live hearing, the institution will provide without fee or charge to that Party an advisor. The institution will choose the advisor.
16. This section intentionally left blank.
17. For good cause shown, a decision-maker may permit the participation of witnesses who were not identified by the Party to the investigator, or the inclusion of evidence not provided by the Party to the investigator.

18. The institution will create an audio or audiovisual recording, or transcript, of a live hearing and make it available to the Parties for inspection and review.
19. The decision-maker may dismiss the Formal Complaint or any allegations therein, if at any time during the hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw a Formal Complaint or any allegations therein, the Respondent is no longer enrolled or employed by the institution, or specific circumstances prevent the institution from gathering evidence sufficient to reach a Determination as to the Formal Complaint or allegations therein.
20. If the decision maker dismisses the Formal Complaint during the grievance process, the decision-maker will promptly notify the Title IX Coordinator, who will promptly send written notice of the dismissal and reasons therefor simultaneously to the Parties.

O. Written Determination

1. Within fifteen (15) business days of the hearing, the decision-maker will issue a written Determination whether Respondent engaged in Sexual Misconduct, based on a preponderance of the evidence standard, which will be provided to the Parties simultaneously.
2. The Determination becomes final either on the date that the institution provides the Parties with a written result of an appeal, or if an appeal is available but not filed, the day after the deadline to appeal.
3. The Determination will include:
 - Identification of the allegations potentially constituting Sexual Misconduct, as well as identification of any additional allegations that are being resolved but which do not constitute Sexual Misconduct;
 - A description of the procedural steps taken between receipt of the Formal Complaint and the Determination, including all notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and any hearings held;
 - Findings of fact supporting the Determination;
 - Conclusions regarding the application of this policy, as well as any other relevant policy, guidelines, or code, to the facts;
 - A statement of, and rationale for, the result as to each allegation before the decision-maker, including a Determination regarding responsibility;
 - Any disciplinary action that the decision-maker imposes on the Respondent, including referral to another process;
 - Any remedies that the institution will provide designed to restore or preserve equal access to the Complainant; and
 - The permissible bases and procedures, including timelines, for appeals by the Parties.

P. Remedies and Disciplinary Action Following Determinations of Violations

1. The institution will provide remedies where a Determination of responsibility for Sexual Misconduct has been made. The institution will follow this policy before the imposition of any disciplinary sanctions for Sexual Misconduct that are not supportive/interim measures.
2. Remedies will be designed to restore or preserve equal access to education programs and activities and will include discipline under the applicable policies and procedures. Remedies may include verbal warnings, written warnings, final written warnings, suspension, termination of employment (including of tenured faculty), non-renewal of appointment, or dismissal from the institution.
3. Remedies should also consider improvements to the campus-wide environment. It is the intent of TBR that institutions consider the impact of an incident of Sexual Misconduct on the campus as a whole or specific groups or areas of campus. For example, specific training may be needed for a student group.
4. The Title IX Coordinator is responsible for ensuring effective implementation of the remedies.

Q. Appeals/Post-Determination Procedures

1. Parties are permitted to appeal to the institution's President (or other person appointed by the Title IX Coordinator) from a Determination regarding responsibility (or no responsibility) and from a dismissal of a Formal Complaint or of any allegations in a Formal Complaint on the basis of:
 - a. procedural irregularity that affected the outcome of the matter;
 - b. new evidence that was not reasonably available at the time the determination or dismissal was made, but only if that new evidence could affect the outcome of the matter;
 - c. the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.
2. A Party wishing to appeal a Determination regarding responsibility or the dismissal of a Formal Complaint or any allegations therein must file a written appeal with the Title IX Coordinator within seven (7) business days of the date of the Determination or the dismissal. The written appeal must identify the reasons for the appeal.
3. As to all appeals, the Title IX Coordinator will:
 - a. Notify the other Party in writing when an appeal is filed;
 - b. Implement appeal procedures equally for both Parties;
 - c. Ensure that the decision-maker(s) for the appeal is not the same person as the investigator, the decision-maker, or Title IX Coordinator;
 - d. Provide each Party five (5) business days to provide a written statement in support of, or challenging, the Determination.
4. The decider of the appeal will issue a written decision describing the result of the appeal and the rationale for the result, and will provide the written decision simultaneously to the Parties.

V. Victim Services

1. TBR intends for each institution to provide resources and assistance to victims of Sexual Misconduct.

Institutions Without On-Campus Services

- a. For institutions without medical, counseling, or law enforcement services on their campuses, these institutions should partner with local community organizations that may be able to provide these services for victims of Sexual Misconduct.
- b. Any such partnership shall be clearly communicated to students, faculty, and staff.
- c. Any victim presenting to an institution without on-campus resources shall be informed about the agreement and encouraged to seek services from the partnering community organizations.

2. Victim Services Policy

- a. Each institution shall adopt a policy describing the assistance and services it provides to victims. Each policy shall include, at a minimum, the following:
 1. The identity and contact information for any trained on- and off- campus advocates and counselors who can provide an immediate confidential response in a crisis situation;
 2. Emergency numbers for on- and off-campus safety, law enforcement, and other first responders, including the Title IX Coordinator;
 3. A list of health care options, both on- and off-campus, including options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and where and how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE);
 4. A statement that it is very important for the Complainant to seek medical attention immediately so that the Complainant can be screened for sexually transmitted diseases/pregnancy/drugs that may have been used to incapacitate, obtain emergency contraception, and receive treatment for any injuries. Valuable physical evidence can be obtained from the Complainant and the Complainant's clothing. Even those who are unsure whether to make a police report or take action may wish to have a forensic examination, which will facilitate the identification and preservation of physical evidence;
 5. A statement that to help preserve evidence in the event of a sexual assault, it is important for the Complainant not to change clothes or bedding and not take a shower, douche, use the toilet, brush their teeth, or clean up until police have had a chance to gather evidence. However, if a Complainant has already changed clothes or cleaned up/showered, evidence may still be collected. The Complainant should leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, items should be kept separate to prevent transfer of body fluids or other trace evidence. Parties should not delete or destroy any text messages, social media, emails, voicemails, written notes, or any other documents that may be relevant.

6. A list of locations, including contact information, for any available advocate (e.g., a local rape crisis center, on-campus advocacy program) who can accompany a victim to the hospital or health provider;
7. A statement that these services are available for victims of Sexual Misconduct whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

VI. Education, Training, and Awareness

- A. It is the intent of TBR that its institutions will offer educational programming and training to their students, faculty, and staff that are intended to end Sexual Misconduct.
- B. TBR institutions are encouraged to provide user friendly materials to explain the policy and how victims can get help, and provide those materials online and through other strategies appropriate for the campus. Institutional education related to Sexual Misconduct should be provided to incoming students. Institutions should promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Education should also include information on how to prevent sexual assault, such as information on bystander intervention, as well as how to recognize abusive behavior and avoid potential abusive relationships. Students shall be trained on the procedures for filing a report, as well as procedures for institutional disciplinary action in cases of alleged sexual violence. Institutional education will also inform students of the sanctions and protective measures that the institution may impose once a report of sexual violence has been made.
- C. Institutions shall establish procedures for regularly reviewing, evaluating, and updating the policy. Institutional training may provide training to all employees likely to witness or receive reports of sexual harassment, including faculty, school law enforcement, school administrators, school counselors, athletic coaches, and health personnel. Training should ensure that employees with the authority to address sexual harassment know how to appropriately respond to reports of sexual harassment, that employees know whether they are obligated to report sexual harassment to the Title IX Coordinator or other designated official, and that all employees understand how to respond to reports of sexual harassment. Training should also ensure that professional counselors, pastoral counselors, and non-professional counselors or advocates also understand the extent to which they may keep a report confidential.
- D. Title IX Coordinators, investigators, decision-makers, institution-provided advisors, any person designated to facilitate an informal resolution process, and any person designated to resolve an appeal will receive training on the definition of Sexual Misconduct, the scope of TBR and institutional education programs and activities, how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Such individuals will receive training on issues of relevance related to creating and/or reviewing an investigative report that fairly summarizes relevant evidence. Training will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints.
- E. Institutions will notify applicants for admission and employment, students and employees, that it does not discriminate on the basis of sex in its education programs and activities and will provide the name, title, office address, electronic mail address, and telephone number of the Title IX Coordinator in that notification.

VII. Effective Date

- A. This policy is effective August 16, 2021 at community colleges and August 26, 2021 at TCATS.
- B. If any provision of the Title IX regulations on which this policy is based is enjoined or held invalid as it applies to the TBR institution or the Title IX regulations' application to any person, act, or practice is enjoined or held invalid as it applies to the TBR institution, the remainder of this policy or the application of its provisions to any person, act, or practice shall not be affected thereby.
- C. For conduct that occurs across multiple versions of this policy, complaints of Sexual Misconduct will be addressed utilizing the procedures outlined in the version of this policy in effect as of the date of the Notice of Allegations. The "Definitions" and "Clarifications" sections of the policy in effect as of the date of the alleged incident will be used. Complaints and reports of conduct spanning more than one version of the policy will be addressed using the "Definitions" and "Clarifications" sections in the version of the policy in effect at the time of the most recent alleged incident.

VIII. Clarifications

A. Consent

1. Consent means an active agreement to participate in sexual activity. An active agreement is words and/or conduct that communicate a person's willingness to participate. The following individuals cannot give valid Consent:

- A person who is Incapacitated, if either the person claiming to have obtained Consent knows that the other person is Incapacitated or a reasonable person would know that the other person is Incapacitated;
- A person who is Forced; or
- A person who is under the age of eighteen (18), unless the person giving Consent is at least the age of thirteen (13) and the other person is less than four (4) years older than the person giving Consent.

2. During a sexual encounter, each person has responsibility for obtaining Consent from the other person. During an investigation, the institution has the burden of obtaining evidence whether Sexual Misconduct occurred without Consent. During any hearing, the institution has the burden of proving that Sexual Misconduct occurred without Consent. (In other words, it is not a Respondent's burden to prove Consent during an investigation or hearing). Whether a person has communicated Consent generally is evaluated from the perspective of what a reasonable person who perceived the individual's words and/or nonverbal conduct would have understood; however, in the context of a relationship that has involved sexual activity and a pattern of communicating Consent, whether Consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the sexual activity conclude based on the pattern of communication?).

3. A verbal "no" (or words equivalent to "no") or the nonverbal communication of "no," even if it sounds or appears insincere or indecisive, means that Consent has not been communicated, or if previously communicated, has been withdrawn. The absence of a verbal "no" or the absence of a nonverbal communication of "no" does not necessarily mean that Consent has been communicated.

4. Consent must exist from the beginning to the end of each sexual encounter and for each sexual act that occurs during a sexual encounter. A person has a right to change their mind; thus, Consent may be withdrawn at any time. A withdrawal of Consent is communicated through clear words and/or conduct that indicate that a person no longer agrees to participate in sexual activity. Once a person's withdrawal of Consent has been communicated, the other person must cease the sexual act for which Consent was withdrawn and must obtain Consent before reinitiating that sexual act. Consent is automatically withdrawn when a person becomes incapacitated or is forced to participate in sexual activity.

5. Consent to one type of sexual activity (e.g., oral sex) does not constitute or imply Consent for another type of sexual activity (e.g., vaginal intercourse), whether during a sexual encounter or based on a previous sexual encounter.

6. The following do not communicate a person's willingness to participate in sexual activity:

- Silence, unless accompanied by non-verbal conduct conveying a willingness to participate in sexual activity;
- Consent communicated by the person on a previous occasion;
- Consent communicated to a third person;
- The person's failure to resist physical force (however, for purposes of the Policy, the person's resistance to physical force will be viewed as a clear demonstration that the person has not communicated Consent);
- A current or previous dating, romantic, intimate, or sexual relationship with the other person;
- Currently or previously cohabitating with the other person;
- The person's attire, reputation, giving or acceptance of gifts, sexual arousal, or extension or acceptance of an invitation to go to a private residence, room, or other location.
- One's own use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from the other person. Another person's use of alcohol, drugs, or other substances does not diminish one's responsibility to obtain Consent from that person.

B. Force

1. Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion. To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

C. Incapacitation

1. A person violates this policy when they engage in sexual activity with another person who is incapacitated under circumstances in which a reasonable person would have known the other person to be Incapacitated. For evaluating Incapacitation, a “reasonable person” means a sober, objectively reasonable person in the same situation, with ordinary sensitivities, and with similar identities as the Respondent.
2. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.
3. Blacking out is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. After blacking out, a person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.
4. Incapacitation or Incapacitated means a person’s inability, temporarily or permanently, to communicate a willingness to participate in an activity (e.g., sexual activity) because of mental or physical helplessness, sleep, unconsciousness, or other lack of awareness that the activity is taking place. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances. Alcohol and drugs (including “date rape” drugs) are common causes of Incapacitation. When alcohol or drugs are involved, Incapacitation is a state beyond mere drunkenness or intoxication.

D. Severe and Pervasive

1. Severe and Pervasive. Severe means behavior that is more than antagonistic, non-consensual, and crass, even where the behavior is based on differences in sex or gender. Pervasive means systemic or widespread, and it necessarily involves more than one incident of sexual harassment. Sources: Kollaritsch v. Michigan State Board of Trustees, 944 F.3d 613, 620-21 (6th Cir. 2019) (citing Davis v. Monroe County Board of Educ., 526 U.S. 629, 651-53 (1999)); Doe v. Univ. of Kentucky, 959 F.3d 246, 250 (6th Cir. 2020).

Sources

Authority

T.C.A. § 49-8-203; All State and Federal Statutes, Acts, Codes, Rules and Regulations referenced in this policy.

History

NEW Policy approved at Board Meeting, September 26, 2014; Revisions approved at August 12,

2020 Special Called Board Meeting; Revised June 18, 2021 Board Meeting (with an effective date of August 16, 2021 for Community Colleges and August 26, 2021 for TCATs).

Related Policies

- - - [Sex Discrimination, Sexual Harassment or Sexual Misconduct](#)
 - [Discrimination & Harassment - Complaint & Investigation Procedure](#)
 - [Equal Employment Opportunity and Affirmative Action](#)
 - [General Policy on Student Conduct & Disciplinary Sanctions](#)

1. 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

<i>Office</i>	<i>Location</i>	<i>Telephone</i>
Vice President for Student Services	R. Jack Fishman Library– Rm 301	423-585-2680
Campus Police	Claiborne	423-851-4778
	Greeneville	423-798-7961
	Morristown	423-585-6752
	Sevierville	865-774-5813
Counseling Center	Student Service Building – Rm-U139	423-585-6801
Title IX Coordinator	Jack E. Campbell College Center – Rm 109C	423-585-6845

B. Local Area Resources

***CLAIBORNE/TAZEWELL
Agency***

	<i>Telephone</i>
CEASE	423-581-2220
Claiborne County Sheriff’s Department	423-526-2555
Statewide Domestic Violence Hot Line	

	1-800-356-6767
Tazewell Police Department	
	423-626-5104
GREENVILLE	
Agency	Telephone
CEASE	
	423-626-4446
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	
Agency	Telephone
CEASE	
	423-581-2220
Hamblen County Sheriff's Department	
	423-586-3781
Morristown Police Department	
	423-585-2710
Statewide Domestic Violence Hot Line	
	1-800-356-6767

SEVIERVILLE	
Agency	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

C. On-line Resources:

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

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

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

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

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

<http://www.ovw.usdoj.gov/sexassault.html> – Department of Justice

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

D. Retaliation

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

09/14; 01/15; 05/16; 8/21

09:26:00 Behavioral Intervention Team

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
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
	TBR Policy 7.02.00.00

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

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: <https://www.ws.edu/student-services/campus-safety/behavioral-intervention/index.aspx>

The Vice President for Student Services 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 Services
2. Vice President for Academic Affairs
3. Executive Director of Human Resources
4. Chief and/or Director of Campus Police
5. Assistant Vice President of Student Support Services
6. Counseling and Testing Staff - Greeneville
7. Counseling and Testing Staff - Sevierville
8. Counseling and Testing Staff - Morristown
9. Director of Multicultural Engagement
10. Director of Disability Services
11. Dean of Public Safety
12. IET Representative

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

MEETING SCHEDULE

The behavioral intervention team meets each semester or as needed based on information or reports received. The vice president for Student Services 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 Services and/or Campus Police, containing information received from other campus offices/personnel.

10/19; 09/23

SECTION IX

CRIME STATISTICS

09:08:00 Collection and Reporting of Crime Data

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

PURPOSE

It is the intent of Walters State Community College as a Tennessee Board of Regents institution to fully comply with section 485(f) of the Higher Education Act of 1965 otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act of 2008 and §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46 and with the U. S. Department of Education guidelines as outlined in *The Handbook for Campus Safety and Security Reporting* with regards to 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 Hierarchy Rule*, when more than one offense was committed during a single incident, only the most serious offense will be counted. There will be no differentiation between attempted and completed crimes. When more than one offense was committed during a single incident which involved hate or bias motivation, all offenses will be counted. All reportable crimes will be counted even if they involve individuals not associated with the institution. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed. Victims and suspects will not be identified for statistical reporting purposes.

Crime statistics are available from the Tennessee Bureau of Investigation online at <http://tn.gov/tbi.html>

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 to which information must be investigated and included in the annual safety report. Only crimes that occur in the following geographic locations must be disclosed: 1) On-campus in or on non-campus buildings or properties, or 2) or 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

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

Hate Crime:

1. Larceny/Theft

2. Simple Assault
3. Intimidation
4. Vandalism (destruction/damage to property)

Disciplinary Referral:

1. Drug Violations
2. Liquor Law Violations
3. 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** is 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** is 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** are 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 are not limited to opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- G. **Liquor Law Violations** are 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** is 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** is 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** is the killing of another person through gross negligence.
- K. **Robbery** is 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** 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** is 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** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. **Rape** is 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** is 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
Destruction/Damage/Vandalism of Property	Disability
Intimidation	Ethnicity
Larceny/Theft	Race
Simple Assault	Religion
	National Origin
	Sexual Orientation

CRIMES CATEGORIZED AS HATE CRIMES

- A. **Destruction/damage/vandalism of property** is 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** is 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** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- D. **Simple Assault** is 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** are 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** are violations 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 (Drunkness and driving under the influence are not included in this definition).
- C. **Weapons Law Violations** are violations 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 must complete and submit a Campus Security Authority "Clery Incident Report" 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 are 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 used 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.

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.

10/19; 09/24

Campus Crime Data

Morristown Campus

<i>Offense</i>	<i>Year</i>	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property*	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2024				
	2023				
	2022				
<i>Manslaughter by Negligence</i>	2024				
	2023				
	2022				
<i>Rape</i>	2024				
	2023			1	
	2022	1			
<i>Fondling</i>	2024				
	2023				
	2022				
<i>Incest</i>	2024				
	2023				
	2022				
<i>Statutory Rape</i>	2024				
	2023				
	2022				
<i>Robbery</i>	2024				
	2023				
	2022				
<i>Aggravated Assault</i>	2024				
	2023			1	
	2022	1			
<i>Burglary</i>	2024				
	2023				
	2022				
<i>Motor Vehicle Theft</i>	2024				
	2023				
	2022				
<i>Fraud – False Pretenses</i>	2024				
	2023	6			
	2022				
<i>Arson</i>	2024				
	2023				
	2022				
<i>Domestic Violence</i>	2024				
	2023				
	2022				
<i>Dating Violence</i>	2024				

	2023				
	2022				
<i>Stalking</i>	2024				
	2023				
	2022				
<i>Arrests: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Weapons, carrying, possessing, etc.</i>	2024				
	2023	1			
	2022				
<i>Arrests: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Arrests: Liquor Law Violations</i>	2024				
	2023				
	2022				1
<i>Disciplinary Referrals: Liquor Law Violations</i>	2024				
	2023				
	2022				

There were no hate crimes reported for 2022, 2023, or 2024.

However, in 2024, there was one incident of racial slurs with no violation of the law.

*** In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)**

Niswonger Campus

<i>Offense</i>	<i>Year</i>	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property*	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2024				
	2023				
	2022				
<i>Manslaughter by Negligence</i>	2024				
	2023				
	2022				
<i>Rape</i>	2024				
	2023				
	2022				
<i>Fondling</i>	2024				
	2023				
	2022				
<i>Incest</i>	2024				
	2023				
	2022				
<i>Statutory Rape</i>	2024				
	2023				
	2022				
<i>Robbery</i>	2024				
	2023				
	2022				
<i>Aggravated Assault</i>	2024				
	2023				
	2022				
<i>Burglary</i>	2024				
	2023				
	2022				
<i>Motor Vehicle Theft</i>	2024				
	2023				
	2022				
<i>Fraud – False Pretenses</i>	2024				
	2023				
	2022				
<i>Arson</i>	2024				
	2023				
	2022				
<i>Domestic Violence</i>	2024				
	2023				
	2022				
<i>Dating Violence</i>	2024				
	2023				
	2022				

<i>Stalking</i>	2024				
	2023				
	2022				
<i>Arrests: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Arrests: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Arrests: Liquor Law Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Liquor Law Violations</i>	2024				
	2023				
	2022				

There were no hate crimes reported for 2022, 2023, or 2024.

*** In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)**

Newport Center

<i>Offense</i>	<i>Year</i>	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property*	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2024				
	2023				
	2022				
<i>Manslaughter by Negligence</i>	2024				
	2023				
	2022				
<i>Rape</i>	2024				
	2023				
	2022				
<i>Fondling</i>	2024				
	2023				
	2022				
<i>Incest</i>	2024				
	2023				
	2022				
<i>Statutory Rape</i>	2024				
	2023				
	2022				
<i>Robbery</i>	2024				
	2023				
	2022				
<i>Aggravated Assault</i>	2024				
	2023				
	2022				
<i>Burglary</i>	2024				
	2023				
	2022				
<i>Motor Vehicle Theft</i>	2024				
	2023				
	2022				
<i>Fraud – False Pretenses</i>	2024				
	2023				
	2022				
<i>Arson</i>	2024				
	2023				
	2022				
<i>Domestic Violence</i>	2024				
	2023				
	2022				
<i>Dating Violence</i>	2024				
	2023				
	2022				

<i>Stalking</i>	2024				
	2023				
	2022				
<i>Arrests: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Arrests: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Arrests: Liquor Law Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Liquor Law Violations</i>	2024				
	2023				
	2022				

There were no hate crimes reported for 2022, 2023, or 2024.

*** In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)**

Sevier County Campus

<i>Offense</i>	<i>Year</i>	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property*	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2024				
	2023				
	2022				
<i>Manslaughter by Negligence</i>	2024				
	2023				
	2022				
<i>Rape</i>	2024				
	2023	1			
	2022				
<i>Fondling</i>	2024				
	2023				
	2022				
<i>Incest</i>	2024				
	2023				
	2022				
<i>Statutory Rape</i>	2024				
	2023				
	2022				
<i>Robbery</i>	2024				
	2023				
	2022				
<i>Aggravated Assault</i>	2024				
	2023				
	2022				
<i>Burglary</i>	2024				
	2023				
	2022				
<i>Motor Vehicle Theft</i>	2024				
	2023				
	2022				
<i>Fraud – False Pretenses</i>	2024				
	2023				
	2022				
<i>Arson</i>	2024				
	2023				
	2022				
<i>Domestic Violence</i>	2024				
	2023				
	2022				
<i>Dating Violence</i>	2024				
	2023				
	2022				

<i>Stalking</i>	2024				
	2023				
	2022				
<i>Arrests: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Arrests: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Arrests: Liquor Law Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Liquor Law Violations</i>	2024				
	2023				
	2022				

There were no hate crimes reported for 2022, 2023, or 2024.

*** In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)**

Claiborne County Campus

<i>Offense</i>	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property*	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2024				
	2023				
	2022				
<i>Manslaughter by Negligence</i>	2024				
	2023				
	2022				
<i>Rape</i>	2024				
	2023				
	2022				
<i>Fondling</i>	2024				
	2023				
	2022				
<i>Incest</i>	2024				
	2023				
	2022				
<i>Statutory Rape</i>	2024				
	2023				
	2022				
<i>Robbery</i>	2024				
	2023				
	2022				
<i>Aggravated Assault</i>	2024				
	2023				
	2022				
<i>Burglary</i>	2024				
	2023				
	2022				
<i>Motor Vehicle Theft</i>	2024				
	2023				
	2022				
<i>Fraud – False Pretenses</i>	2024				
	2023				
	2022				
<i>Arson</i>	2024				
	2023				
	2022				
<i>Domestic Violence</i>	2024				
	2023				
	2022				
<i>Dating Violence</i>	2024				
	2023				

	2022				
<i>Stalking</i>	2024				
	2023				
	2022				
<i>Arrests: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Weapons, carrying, possessing, etc.</i>	2024				
	2023				
	2022				
<i>Arrests: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Drug Abuse Violations</i>	2024				
	2023				
	2022				
<i>Arrests: Liquor Law Violations</i>	2024				
	2023				
	2022				
<i>Disciplinary Referrals: Liquor Law Violations</i>	2024				
	2023				
	2022				

There were no hate crimes reported for 2022, 2023, or 2024.

*** In determining whether a location qualifies as “non-campus property” on the basis that is both controlled by the college and frequently used by students, the college considers property to be “controlled” by the college if it is owned by the college, leased by the college, or rented by the college for a term of longer than 31 days. The college considers property that it controls to be “frequently used” if it is used on three or more distinct occasions each year. (I.e., three or more separate and distinct uses, not a single use of three days/nights or two uses that total three days/nights.) (8/1/2025)**

09:10:00 Maintenance of the Daily Campus Crime Log

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

Purpose

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

Policy

A daily log of all reported criminal incidents and alleged criminal incidents is 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 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 upon request in the Campus Police office at each campus location; and, is included in the Annual Safety Report.

10/19; 09/24

SECTION X

FIRE SAFETY & FIRE SAFETY LOGS

09:33:00 Fire Safety

Revision Responsibility:	Chief of Campus Police
Responsible Executive Official:	Vice President for Business & Finance
Source/Reference:	Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Crime Awareness and Campus Security Act of 1990 Higher Education Act of 1965; Violence Against Women Reauthorization Act of 2013 The Handbook for Campus Safety and Security Reporting, USDOE

PURPOSE

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

POLICY

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, lights are turned out and doors closed.
5. Close but **DO NOT LOCK DOORS** as fire personnel may need to enter the area.
6. Follow evacuation plan/route for the building.
7. **DO NOT USE ELEVATORS.**
8. If heavy smoke is encountered, direct those with you to crawl on their hands and knees to the nearest exit. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front while continuing to crawl. Try to maintain contact with a hallway wall. Follow the wall until an exit is reached.
9. After leaving the building, assemble at the designated evacuation rally point.
10. **DO NOT** re-enter the building, or allow anyone else to re-enter, until instructed to do so by emergency responders, Campus Police or WSCC administrative staff.
11. If the fire is directly outside the room and is preventing evacuation, do not open the door. Notify Campus Police via telephone. If possible, wet a towel or garment and place under the door. If the room has a window, direct everyone to stand nearby. Open or break the window if it becomes necessary. Evacuate quickly once the window is open, as the oxygen will fuel the fire.
12. Follow the directions of the emergency responders or Campus Police personnel regarding evacuation.
13. In the event an upper level floor is affected, assist disabled persons to the refuge area of the building or near the location of the Evacu-trac chair. Use the Evacu-trac chair to take the person down the stairs and out of the building. If training on the use of the Evacu-trac chair has not been received, notify the building coordinator or Campus Police. Ensure that someone remains with the individual until help arrives.

FIRE DRILLS

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

All employees shall be made aware of the emergency evacuation routes for their work area, the location of fire exit windows, etc. 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.

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

10/19

Niswonger Campus Residential Facility (221 N. College Street) Fire Statistics

	2024	2023	2022
Total Fires in Each Building	0	0	0
Fire Number	0	0	0
Cause of Fire	N/A	N/A	N/A
Number of Injuries Requiring Treatment at a Medical Facility	N/A	N/A	N/A
Number of Deaths Related to Fire	N/A	N/A	N/A
Value of Property Damage Cause by Fire	N/A	N/A	N/A

Niswonger Campus Residential Facility (221 N. College Street) Fire Protection Systems

	2024	2023	2022
Fire Alarm Monitored by Monitoring Service 24/7	X	X	X
Smoke/Heat Detection Systems	X	X	X
Full Sprinkler System	X	X	X
Evacuation Plans/Placards Posted	X	X	X
Fire Extinguishers	X	X	X
Number of Evacuation Drills to be Conducted per Year	4	4	4