

Roane State **COMMUNITY COLLEGE**

2018 Annual Security Report



September 2019

Roane State Community College Department of Public Safety
(865) 882-4500

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Message from the Director of Public Safety/Chief of Police

Roane State Community College is an asset to the communities we serve in Roane, Loudon, Cumberland, Fentress, Anderson, Knox, Morgan, Scott and Campbell Counties, leading the way in educating our youth, young adults, and adult learners. Providing a safe environment is crucial to the long-term success of the college as well as to promoting an atmosphere of learning. The free exchange of ideas and opinions should occur in a place that is safe and secure and I am proud the men and women of the Roane State Community College Department of Public Safety provide that safe environment across all nine counties we serve.

Safety is obviously our priority at DPS; however, we can't continue to maintain a safe campus without the help of our students, faculty, staff, and visitors who make Roane State such an amazing place. If you see something out of place, dangerous, suspicious, or because it makes you feel uneasy, do not hesitate to contact us at the Department of Public Safety by telephone at (865) 882-4500. **We encourage the following: *If you see something, say something.***

We exist to serve the Roane State community with fairness and compassion. Our athletic teams compete as the "Raiders" and I wanted to share our department's "RAIDERS" values with you:

- *Responsibility*
- *Accountability*
- *Integrity*
- *Dedication*
- *Excellence*
- *Respect*
- *Service*

Officers are reminded and encouraged to live these values in the day-to-day professional service to the college and are reminded of why we are here: to serve the students, faculty, staff, and visitors of Roane State Community College.

Thank you for taking the time and having the interest to read our college's 2018 Annual Security Report. This report is a snapshot of the daily efforts to keep everyone safe while they are on our campus properties. Please contact me at the number above or by emailing me at kainwn@roanestate.edu if you have any questions or concerns.

Sincerely,



William N. Kain
Director of Public Safety/Chief of Police
Roane State Community College

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Introduction

Roane State Community College, in its continuing effort to maintain a safe academic and work environment for students, faculty, staff, and guests, presents this Annual Security Report with the knowledge that individual awareness and adherence to security procedures is the best method to maintain a safe campus environment. Roane State Community College requests anyone who witnesses or is a victim of crime to report the incident immediately to the Roane State Community College Department of Public Safety at extension 4500 (on campus), (865) 882-4500 (from off-campus or on satellite campus locations), or call 911.

The campus crime statistics are furnished pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act,” the Tennessee College and University Security Information Act and the Robert Nottingham Campus Crime Scene Investigation Act. Additional copies of the complete crime statistics report are available at the Roane State Department of Public Safety main office, Tech Building 102, upon request, or by calling (865) 882-4500 (off campus), extension 4500 (on campus). Written requests can be made to the following address: Roane State Community College, Roane State Department of Public Safety, 276 Patton Lane, Harriman TN 37748.

In compliance with the federal Campus Sex Crime Prevention Act, the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 and Tennessee Code Annotated 40-39-102, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution at the Roane State Department of Public Safety.

Information is also available on the National Sex Offender Data Base web site listing of sex offenders located on the internet at <https://www.nsopw.gov/>.

Total undergraduate and graduate students enrolled

There were 5,688 undergraduate students enrolled at Roane State Community College as of Fall Semester 2018. Roane State Community College does not have any graduate programs or graduate students.

Number of students living in student housing

Roane State Community College is considered a “commuter” college and, as such, does not provide student housing.

Total non-student employees working on campuses

The total number of non-student employees working on the campuses as of September 2018 was 687 full-time and part-time.

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Department of Public Safety responsible for security on the campuses

The Roane State Department of Public Safety is the office with overall responsibility for security on all Roane State property owned, controlled, or leased by the college to include the main campus, branch campus, off campus sites, and all non-campus teaching sites. At the Roane County campus, located in Harriman, police/security officers maintain a presence 24 hours a day, 365 days a year. At the Oak Ridge, Campbell County, Morgan County, Loudon County, and Cumberland County off campus sites, police/security officers maintain a presence when students are at these sites and during normal business hours. At the Fentress County site, Scott County site, Clinton Higher Education and Workforce Training Facility and Knox County Center for Health Sciences, Roane State Community College has a Department of Public Safety security officer assigned to safeguard the campus when students are present and during business hours.

A Roane State Department of Public Safety police response can be made under an hour to any campus. Should an event occur at any site other than Roane, Oak Ridge, Campbell, Cumberland, Loudon, and Morgan County campuses (when police are not present) that would require a quicker response time from first responders, the local emergency communications district (E-911 center) for that site would be notified.

At non-campus teaching sites, located throughout our nine county regions, Roane State Community College is dependent upon local law enforcement agencies to respond to and investigate criminal offenses that require an immediate law enforcement presence to safeguard life and/or property. Criminal offenses that do not require an immediate law enforcement presence are handled by the Roane State Department of Public Safety at non-campus sites and off campus.

The mission statement of the Roane State Community College Department of Public Safety is “to support the educational mission, goals, and objectives of Roane State Community College by providing students, staff, and guests a safe environment to learn and grow.”

The vision statement of the department is “to create an environment of safety and security through impartial, ethical, and compassionate enforcement of the rules and regulations of the Tennessee Board of Regents and Roane State Community College as well as state and federal laws.”

The department’s philosophy is service to our students, but in addition to our focus on serving students, DPS relies on its mission, vision, and values to guide the agency in its day-to-day operations.

Police Officers and Security Officers utilized by the institution

Roane State Community College employs a mixture of both sworn law enforcement officers and security officers to staff the Department of Public Safety (“DPS” or “department”). Sworn members of the department are certified police officers with full law enforcement power, deriving their authority to enforce state laws as well as rules and regulations of the college and the Tennessee Board of Regents from Tennessee Code Annotated (Tenn. Code Ann.) § 49-7-118 and Tennessee Board of Regents policy 5:01:07:00. Roane State employs a Director of Public Safety/Chief of

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Police, one investigator, and eight line officers who are all certified as police officers through the Tennessee Peace Officer Standards & Training (POST) Commission with full arrest powers and law enforcement authority. Roane State Community College employs 10 certified full-time police officers system-wide.

The Director of Public Safety/Chief of Police completes forty (40) hours of POST approved training annually as part of required inservice to include weapons qualification and mandated training, including firearms, emergency vehicle operations, child sexual abuse, and mental illness. All Roane State Community College law enforcement officers must successfully complete inservice training as noted above, at least forty (40) hours of POST approved training, in accordance with POST requirements. Additionally, Roane State Community College Department of Public Safety police officers must complete training specifically designed for a college environment, as directed by the Director of Public Safety/Chief of Police.

All newly hired police officers, both part-time and full-time, will complete a structured field training and evaluation program in addition to more than twenty (20) hours of training in the response to incidents of sexual assault and relationship violence to better serve the college community.

Roane State also employs unarmed security officers to work Monday through Friday, weekends, and backfill when necessary during other hours. Security officers are also present at off campus sites when classes are being conducted. Security officers undergo initial training and annual follow-up training on areas designated by the Director of Public Safety/Chief of Police.

Additionally, security officers supplement the Roane State Community College Department of Public Safety police officers during special events or other times at the discretion of the Director of Public Safety/Chief of Police. The college can have upwards of 40 total police and security staff available depending on the needs of the campuses based on event scheduling.

Roane State does not employ armed security officers.

Police/Security personnel enforcement authority

The Director of Public Safety/Chief of Roane State Department of Public Safety and nine (9) full-time police officers, in addition to at least three (3) open positions for armed part-time Roane State Department of Public Safety police officers, are Tennessee POST-certified sworn state law enforcement officers and as such have the duty and authority to enforce Tennessee state laws including detention and arrest on any Tennessee Board of Regents property throughout the state of Tennessee, which includes all Roane State property owned, controlled, or leased by the college.

Roane State Community College Department of Public Safety police officers will obtain all pertinent information in an official and courteous manner and will respond professionally and judiciously to any situation impacting the safety and security of the college. If force is required, only the reasonable amount of force consistent with the accomplishment of duties and relevant legal standards will be used.

Security officers do not have the authority, under applicable Tennessee laws and Tennessee Board of Regents policy, to arrest or detain any person on a Roane State campus. Security officers will immediately report criminal or safety violations to the Director of Public

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Safety/Chief of Roane State Police, through the chain of command, as well as the local supporting law enforcement agency if the situation warrants. As with the Roane State Police Officers, security officers will respond to complaints in a professional and courteous manner and document incidents in a thorough manner. Roane State Community College abides by current state law as defined in the Robert “Robbie” Nottingham Campus Crime Scene Investigation Act of 2004 as noted in T.C.A. 49-7-129.

The Roane State Police Department has a good working relationship and/or current Memorandum of Understanding (MOU) with the Harriman Police Department, Roane County Sheriff’s Department, Oak Ridge Police Department, Lafollette Police Department, Cumberland County Sheriff’s Department, Jamestown Police Department, Knoxville Police Department, Lenoir City Police Department, Wartburg Police Department, Scott County Sheriff’s Department, and regular liaison with the Tennessee Bureau of Investigation, TWRA, Tennessee Highway Patrol as well as other Federal agencies. Roane State Department of Public Safety police officers routinely undergo training approved by the Tennessee POST Commission that oversees training and certifications for law enforcement personnel in Tennessee. Outside federal, state, and local law enforcement agencies, upon request, assist the Roane State Department of Public Safety in criminal investigations and other requests for assistance.

The Roane State Community College Department of Public Safety utilizes a law enforcement radio frequency system at the Roane County campus contracted through the Roane County emergency communications district (E-911) and dedicated Police cell phones to enable the college to instantly communicate with key local law enforcement agencies in the event of an emergency that would require local law enforcement support.

A statement on an applicant or employee with a criminal history

Any person who indicates on an application for employment a conviction for a felony offense will be subject to review by the Director of Human Resources. When such conviction directly affects the performance of an employee or poses a threat to the campus community in any way, the employee may be subject to termination or reassignment at the direction of the Director of Human Resources. These standards also apply to felony convictions after achievement of employee status.

Procedures to encourage accurate/prompt reporting of all crime

The college has procedures which encourage accurate and prompt reporting of all crime to the Roane State Department of Public Safety and the appropriate law enforcement agency.

First, and foremost, Roane State Community College strongly encourages anyone who witnesses a crime, suspicious activity, or is a victim of crime to immediately notify the Roane State Department of Public Safety at (865) 882-4500 or call 911 immediately.

When any alleged crime is reported to the Roane State Community College Department of Public Safety, the Director of Public Safety/Chief of Police is notified. The Director of Public Safety/Chief of Police will determine whether to investigate the offense with Roane State Community College Department of Public Safety law enforcement staff or refer the offense to an outside law enforcement agency in accordance with applicable state law. The Director of Public

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Safety/Chief of Police will make this determination based upon the facts developed, nature/type of the offense, victim input, department resources to investigate the crime, Department of Public Safety policies, and state and federal law.

In accordance with the Robert “Robbie” Nottingham Campus Crime Scene Investigation Act of 2004 (T.C.A. 49-7-129), Roane State Community College will notify the law enforcement agency with concurrent territorial jurisdiction and request a joint investigation of any medically unattended death which may occur on campus or at any off campus site or non-campus location. The local law enforcement agency with territorial jurisdiction will be the lead agency conducting the joint investigation. A joint investigation with the local law enforcement agency with concurrent jurisdiction is required by law.

The Roane State Community College Department of Public Safety will be the primary investigating agency of any allegations of rape or attempted rape that occur on property owned, leased or controlled by the college. The Director of Public Safety/Chief of Police will notify the law enforcement agency with territorial jurisdiction of any rape or attempted rape allegation on any property owned, leased or controlled by the college. A joint investigation with the local law enforcement agency with concurrent jurisdiction is required by law. Third party notification allegations to the Director of Public Safety/Chief of Police of an alleged rape or attempted rape will not trigger notification to an outside law enforcement agency with territorial jurisdiction.

The Tennessee Bureau of Investigation and the Federal Bureau of Investigation receive monthly crime statistics from the Roane State Department of Public Safety through the Tennessee Incident Based Reporting System (TIBRS). Roane State also submits annual crime statistics to the United States Department of Education in accordance with federal law.

Campus locations, leased/operated facilities and inter-agency agreement facilities

For the purpose of reporting crimes, Roane State Community College defines its boundaries as the following: Roane State’s main campus is located at 276 Patton Lane, Harriman, Tennessee. The main campus consists of ten (10) buildings, six (6) parking lots, a walking trail and vacant land. The main Roane State Police Department office is located at the site and has jurisdiction for the overall security of all RSCC campuses in the institution’s inventory. The Roane County Sheriff’s Department is the local law enforcement reciprocal agency for this site.

Roane State’s Oak Ridge Branch campus is located at 701 Briarcliff Ave, Oak Ridge, Tennessee. The campus consists of (2) buildings, three (3) parking lots and vacant land. A Roane State Community College Department of Public Safety sub-station is located at the site and is responsible for the overall safety of the property. The Oak Ridge Police Department is the local law enforcement reciprocal agency for this site when police/security officers are not present. The Anderson County Sheriff’s Office also has jurisdiction on the Oak Ridge Branch Campus.

Roane State at Campbell County is classified under the Clery Act as a campus building or property and is located at 201 Independence Lane, Lafollette Tennessee. This property consists of one (1) building and two (2) parking lots. A Roane State Community College Department of Public Safety sub-station is located at the site. The Lafollette Police Department is the local law enforcement reciprocal agency for this site when police/security officers are not present. The Campbell County Sheriff’s Office also has jurisdiction on the Campbell County site.

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Roane State at Cumberland County is classified under the Clery Act as two campus buildings or property and is located at 2567 Cook Rd, Crossville, Tennessee. This property consists of two (2) buildings and three (3) parking lots. A Roane State Community College Department of Public Safety sub-station is located at the site and is responsible for the overall security of the property. The Crossville Police Department is the local law enforcement reciprocal agency for this site and the Cumberland County Sheriff's Office also has jurisdiction for this property.

Roane State at Fentress County is classified under the Clery Act as leased campus buildings on state property and is located at 114 Dragon Drive, Jamestown, TN 38556. The Fentress County Higher Education Center is located on the York Institute campus in Jamestown. The location includes two classrooms, an office, restrooms, and a student lounge with computers. Student services such as financial aid and course registration are available. The land is considered an "Inter-agency agreement" from the State of Tennessee. The Jamestown Police Department is the primary servicing law enforcement agency for this site when security officers are not present. The Fentress County Sheriff's Department also has jurisdiction for this site.

Roane State at Loudon County is classified under the Clery Act as a leased campus building or property and is located at 100 West Broadway Suite 131, Lenoir City, Tennessee. This property consists of two (2) stories, nine (9) classrooms, and five (5) offices, the building lobby, and two (2) parking lots. The Lenoir City Public Library and a Tennessee Career Center are also located in this building. Lenoir City and Loudon County are the joint landlords for the property and are responsible for the overall safety of the property. A Roane State Community College Department of Public Safety sub-station is located at the site. The Lenoir City Police Department is the primary servicing law enforcement agency for this site when Police and security officers are not present. The Loudon County Sheriff's Office also has jurisdiction for this location.

Roane State at Morgan County is classified under the Clery Act as a campus building or property and is located at 150 Longview Drive, Wartburg, Tennessee. This property consists of one (1) building and two (2) parking lots. A Roane State Community College Department of Public Safety sub-station is located at the site and is responsible for the overall security of the property. The Wartburg Police Department is the primary servicing law enforcement reciprocal agency for this site when Police and security officers are not present. The Morgan County Sheriff's Department also has jurisdiction on this property.

Roane State at Scott County is classified under the Clery Act as a campus building or property and is located at 410 W.H. Swain Blvd, Huntsville, Tennessee. This property consists of one (1) building, two (2) parking lots, and vacant land. A Roane State Community College Department of Public Safety sub-station is located at the site and is responsible for the overall security of the property. The Scott County Sheriff's Office is the primary servicing law enforcement reciprocal agency for this site when Police and security officers are not present.

Roane State offers health related program classes at the Knox County (Center for Health Sciences). This campus located at 134 Hayfield Rd, Knoxville, Tennessee, and is defined under the Clery Act as a campus building or property. The center consists of one (1) building and one (1) parking area that encircles the building. The Knoxville Police Department is the primary servicing law enforcement reciprocal agency for this site when Police and security officers are not present. The Knox County Sheriff's Office also has jurisdiction for this property.

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The Princess Theatre is leased and operated by Roane State Community College and is defined under the Clery Act as a leased building or property. The building is at 421 N. Roane St, Harriman, Tennessee. Public areas include a sidewalk, street and sidewalk adjacent to the building front entrance. The property is owned by the City of Harriman. The Harriman Police Department is the primary reciprocal servicing law enforcement agency when Police and security officers are not present.

The Tamke-Allen Observatory consists of three (3) buildings (classroom, observatory, and caretaker's home) and vacant property in Rockwood, Tennessee. This property is serviced by the Roane State Community College Department of Public Safety along with the Roane County Sheriff's Office.

The Clinton Higher Education and Workforce Training Facility is a location for Roane State workforce programs. The Clinton building is leased and operated by RSCC and is defined under the Clery Act as a leased building or property. The single building is located at 214 Nave St., Clinton, TN and owned by Anderson County. Public areas include a sidewalk, parking area and sidewalk adjacent to the building front entrance. The City of Clinton Police Department and Anderson County Sheriff's Office are responsible for the safety of the property and adjacent public areas site when Police and security officers are not present.

Access to institutional facilities and programs

Campuses and facilities of Roane State Community College are governed by Tennessee Board of Regents policy (Policy No. 3:02:02:00) and Roane State policies (Policy No. GA-08-01, Admission to Buildings) and (Policy No. GA-06-01, Access to and Use of Campus Property and Facilities). During business hours, the college is open to students, faculty, staff, and guests of the college except when part or all of the campus, its buildings or facilities, are open to the general public for a designated time and purpose or when non-affiliated groups, organizations, or individuals have been granted approval. During non-business hours, access is by permission only. Entrance/exit doors to all buildings will be secured when the campus is closed.

All persons on campus including students, faculty, staff, visitors, and guests shall be subject to all rules and regulations of the college, Tennessee Board of Regents policy, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on campus agree by such operation to be subject to state traffic laws, college and Tennessee Board of Regents rules, regulations, policies, and procedures on traffic and parking.

All persons on campus shall provide adequate identification upon request to appropriate officials and police/security personnel of the college. Personnel and students of the college who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus and may be subject to lawful removal and prosecution.

Distribution of keys to buildings is controlled by an access control program maintained by the Roane State Community College Department of Public Safety, Office of the Director/Chief of Police and in accordance with Roane State Community College Policy GA-09-01 (Key Control).

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Reporting criminal actions/other emergencies occurring on campuses and leased/shared facilities

The college has procedures and locations for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institutions response to such reports. Students, staff, faculty, and guests of the college are strongly encouraged to report all crimes and safety-related incidents immediately to the Roane State Community College Department of Public Safety. The main Roane State Community College Department of Public Safety, at the Roane County (Main) Campus, can be reached by calling extension 4500 on campus, (865) 882-4500 (from off campus). This departmental phone is always routed to the cell phone of the officer on duty. These officers are available 24 hours a day, 365 days a year to handle any request for assistance, including contacting appropriate officers on off-site locations as well as initiating an emergency response by contacting the local emergency communications district. Police and security personnel employed by the Roane State Community College Department of Public Safety are considered campus security authorities. Crimes may also be reported to any staff or faculty member of the college or the following Campus Security Authorities:

Campus Security Authorities: For Any Campus

Chris Whaley, President Roane State Community College, (865) 882-4501, Main Campus D-200B.

Marsha Mathews, Vice President for Business and Finance, (865) 354-3000 ext. 4217, Main Campus D-200C.

Teresa Duncan, Vice President of Workforce Development and Student Affairs, (865) 882-4648, Main Campus D-200E.

Dr. Lisa Steffensen, Dean of Students, (865) 354-3000 ext. 4364, Main Campus D-100.

Robin Townson, Director of Financial Aid, (865) 882-4522, Main Campus D-100.

Jessica Hunsaker, Interim Director of Admissions, Records, & Registration, (865) 354-3000 ext. 4367, Main Campus B-115A.

Vacant, Student Engagement Coordinator (865) 882-4621, Main Campus D-008

Campus Security Authorities: Roane County (Main) Campus

Randy Nesbit, Men's Basketball Coach, (865) 882-4583, Main Campus G-210

David Harnish, Women's Basketball Coach, (865) 354-3000 ext. 4525, Main Campus G-214.

Jessica Hackworth, Softball Coach, 865-354-3000 ext. 4929, Main Campus G-206.

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Zach Sterner, Baseball Coach, 865-354-3000 ext. 4469, Main Campus G-215

** All assistant coaches also serve as Campus Security Authorities.

Campus Security Authorities: Oak Ridge Branch Campus

Teresa Duncan, (865) 354-3000 ext. 2301, Oak Ridge Branch Campus A-105.

Campus Security Authorities: Campbell County Campus

Tracy Powers, Director, at (423) 562-7021.

Campus Security Authorities: Cumberland County Campus

Holly Hanson, Director, at (931) 456-9880.

Campus Security Authorities: Fentress County Campus

Tinisha Key, Director, at (866) 462-7722 ext. 4625.

Campus Security Authorities: Knox County (Center for Health Sciences)

Kirk Harris, Director, at (865) 354-3000 ext. 4784.

Campus Security Authorities: Loudon County Campus

Susan Williams, Director, at (865) 986-1525.

Campus Security Authorities: Morgan County Campus

Michelle Adkisson, Director, at (423) 346-8700.

Campus Security Authorities: Scott County Campus

Sharon Wilson, Director, at (423) 663-3878.

Police/Security response to reported criminal actions/other emergencies on campuses

Roane State police/security Officers patrol campuses by automobile, foot, closed circuit camera systems, and available police UTV. An Emergency/Assistance telephone is located in the Gym Lobby of the Roane County (Main) Campus and at the main lobbies of both Oak Ridge Branch Campus and Cumberland Campus; all can be used when the campuses are open to contact 911 or the Roane State Community College Department of Public Safety. A quick dial button is also available on most campus wired phones in classrooms and offices and is listed as either “police” or “security.”

Police emergencies, fire emergencies, ambulance service, or other types of assistance can be obtained by calling the Roane State Community College Department of Public Safety at (865)

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882-4500 (off campus), extension 4500 (on campus), or 911. The departmental phone is always routed to the cell phone of the officer on duty. If a student, staff, faculty, or guest requests assistance from a local law enforcement agency, the Roane State Community College Department of Public Safety will assist that person in any way possible to make the appropriate contact. When a person asks for assistance or files a complaint, all pertinent information is obtained and documented. All reports are maintained in the Roane State Community College Department of Public Safety. Reports are acted upon in a judicious manner consistent with Roane State policies and legal procedures and no victim's names will be released, unless required by state open records laws and criminal procedures of the courts of the State of Tennessee.

Crimes should be reported to the Roane State Community College Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

In the event that a situation arises, either on our main campus, off campus sites or non-campus locations, that, in the judgment of college officials or the Director of Public Safety/Chief of Police, constitutes an immediate, ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning could be issued using one or all of the following means:

- Raider Alert emergency notification system.
- Institutional website.
- Campus email system to students, staff, and faculty.
- Verbally by supervisors to employees and faculty to students.
- Flyers - Timely Warning Notice affixed to buildings; and/or through Building Coordinators.
- Social media accounts of the Department of Public Safety.

The Raider Alert system is the primary means of communication the college uses to notify students, staff, and faculty of any threat that requires a campus or partial campus response. Raider Alert is a voluntary opt in web-based mass notification system that enables emergency and non-emergency messages to be instantly communicated to students, staff, and faculty through cell phone text/voice messaging, web page, and email. The system will not be used to send advertisements; user information will not be shared with third parties outside the college. There is no cost to participate in Raider Alert, other than normal fees your mobile service provider may charge for receiving text messages. If a student or employee prefers to not receive text messages, each has the option of receiving only email messages. To participate, access the institution's main web site <http://www.roanestate.edu> and click on "Raider Alert" to register.

The Roane County (Main) Campus has an enhanced fire alarm system that is connected to the phone system allowing both manual/pre-recorded emergency announcements to be made through the fire alarm speakers by dialing a specific emergency extension. The procedures governing such announcements are outlined in the institution's Emergency Response Plan. This system is tested by Department of Public Safety staff.

Timely Warnings

A Timely Warning is issued for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus or in

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close proximity to the campus that would create an immediate threat to the campus community. An immediate threat encompasses an imminent or impending threat such as an approaching forest fire or a fire raging in one of the buildings. Some other examples include, but not limited to, the following: outbreak of meningitis, norovirus or other serious illness; approaching tornado, hurricane or other extreme weather condition; earthquake; gas leak; terrorist incident; armed intruder; bomb threat; civil unrest or rioting; explosion; chemical or hazardous waste spills; or a significant, reoccurring property crime.

Anyone with information warranting a Timely Warning should immediately report the circumstances to the Roane State Department of Public Safety, either in person or by telephone. Roane State primarily utilizes the Raider Alert system to disseminate this information to the campus community. However, other means of emergency communication may be used such as separate emails, flyers, web site postings, and social media messages. Timely Warning Notifications may also be posted on buildings (primarily for community guests and visitors) and/or shared verbally through the Building Coordinators. The method(s) of dissemination will depend upon the emergency situation.

Policy for limited voluntary confidential reporting

In accordance with state law, Roane State Community College allows limited voluntary confidential reporting. The Roane State Community College Department of Public Safety encourages anyone who is a victim or witness to any crime to promptly report the incident to the Roane State police or security officers. Because police reports are public records under state law, the Roane State Department of Public Safety cannot hold reports of crime in confidence. If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Roane State Community College Department of Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Individuals who wish to report a crime but remain anonymous may call the Roane State Department of Public Safety at (865) 882-4500 for more information.

Policy for pastoral and professional counselors to inform clients of voluntary, confidential crime reporting procedures

Roane State Community College does not employ pastoral or professional counselors for student, staff, or faculty counseling. Staff and faculty are encouraged to use the Employee Assistance Program (EAP) offered by the State of Tennessee. Staff and faculty can obtain more information about the EAP by contacting Human Resources or their health care provider. The institution's Counseling and Disability Services department provides short-term personal counseling and recommends students seek additional assistance from community agencies. Roane State Community College disclosures to a pastoral or mental health counselor, serving in that capacity at the time of disclosure, are not subject to mandatory reporting. The term "pastoral counselor" is defined as a person who is associated with a religious order or denomination that

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recognizes him/her as someone who provides confidential counseling. The term “mental health counselor” is defined as a fully qualified and/or licensed professional whose official responsibilities include providing mental health counseling and is functioning within the scope of his/her license or certification. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled.

When speaking to a victim or witness to a crime, counselors should inform the individual of voluntary disclosure procedures in accordance with applicable law.

Procedures for preparing the Annual Security Report

The Roane State Community College Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Title 34, CFR 668.46, Tennessee College and University Security Information Act, and the Robert Nottingham Campus Crime Scene Investigation Act. This report is prepared in cooperation with local law enforcement agencies surrounding our main, off campus, and non-campus sites where classes are conducted. Classifying criminal offenses to be reported is the responsibility of the Director of Public Safety/Chief of Police.

Campus crime, arrests, and referral statistics include those reported to the Roane State Department of Public Safety, designated campus officials (including, but not limited to, directors, deans, department heads, and advisors to student organizations), as well as local law enforcement agencies. These statistics also include reported criminal offenses that occurred on public property adjacent to our main campus, branch campus, off campus and non-campus buildings or property at locations such as Campbell County Campus, Cumberland County Campus, Fentress County Campus, Knox County Center, Loudon County Campus, Morgan County Campus, Scott County Campus, and the Princess Theatre, Tamke-Allen Observatory.

The Director of Public Safety/Chief of Police serves as the Campus Security Survey Administrator (CSSA) and as such is responsible for reporting certain criminal offenses to the United States Department of Education on an annual basis. Statistics reported to the United States Department of Education are available for review on or before October 1st of each calendar year.

Roane State makes every effort to notify students, prospective students, staff and faculty as well as prospective staff and faculty of safety and security policies, procedures, and issues. Each year an email notification is sent to all enrolled students, staff and faculty giving a brief summary of the contents of the Annual Security Report and crime statistics. New employees are informed of the Be Safe RSCC website during the benefit sessions conducted by the office of Human Resources. Prospective employees who use the Roane State web site to obtain an application are notified on the Human Resources web page. Prospective students, as they apply for admission, are notified of the Annual Security Report on every Roane State web page on the bottom banner. The Annual Security Report may also be viewed at the Roane State Department of Public Safety website. Copies may be obtained from the Roane State Department of Public Safety in person or calling (865) 882-4500 (non-campus) or extension 4500 (on campus).

Programs for prevention of campus sexual assault/misconduct

Roane State Community College strives to maintain an environment that is free of intimidation

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and encourages education of students to their fullest extent. Therefore, the college will not tolerate acts or threats of acts of sexual assault, physical assault, or any type of violence. A student who individually, or in concert with others, participates or attempts to participate in a sexual offense is subject to disciplinary actions by the College up to and including expulsion notwithstanding any actions that may or may not be taken by Roane State Community College Department of Public Safety police officers or other law enforcement authorities.

The college has sexual harassment prevention policies in effect for all staff, faculty and students. Annually, all faculty and staff are required to complete online training "Preventing Sexual Harassment." Students are expected to complete Haven Understanding Sexual Assault training. This online training program is required of all students enrolled in College Learning Strategies (COLS 1010) and athletics. Directions for accessing the training are available here: <http://www.roanestate.edu/?11311-Training-Understanding-Sexual-Assault>

The college's extensive student safety awareness program is the Be Safe at College initiative located here: <http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State>.

Procedures if a sex offense occurs

Roane State Community Sexual Misconduct Policy PA 02.02 <http://www.roanestate.edu/?7861-RSCC-Policy-PA-02-02-Sexual-Assault>

Anyone who is a victim of sexual assault should take the following actions:

- Get to a safe place immediately. After experiencing a traumatizing event such as a rape, it is important to find a place where you can feel comfortable and safe from harm. This location could be an office, classroom, Roane State Community College Department of Public Safety office, or hospital.
- Call the police as soon as possible. Call extension 4500 (on campus) or (865) 882-4500 (from off campus), or 911 and Police/security personnel will immediately respond to your call. By calling the police you are reporting the crime that was committed against you as well as seeking the protection of the police. Options for making a Police Report; <http://www.roanestate.edu/?6826-Roane-State-Police-Department>
- Call someone to be with you. If you do not want a friend or a family member to accompany you to the hospital or police station, a Roane State Community College Department of Public Safety police officer will assist you or an individual from a local Sexual Assault Response Center can respond. (See below for area centers)
- Preserve all physical evidence. If possible, do not bathe, douche, eat, drink, smoke, urinate, brush your teeth, or change your clothes. Do not disturb anything in the area where the assault occurred; you may destroy evidence. If you change your clothes, take the clothes you were wearing to the police or hospital in a paper bag. Plastic bags may destroy evidence.
- Seek medical attention. You may have sustained injuries from the attack or contracted a sexually transmitted disease. The sooner you seek medical attention the better. The local

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emergency room is the best place to seek medical assistance. Emergency room personnel can not only treat you for injuries and sexually transmitted diseases but can also administer a Physical Evidence Recovery Kit (PERK) which gathers physical evidence in the event you pursue a criminal investigation.

- Seek follow-up counseling. Whether or not you report the assault or prosecute, a trained counselor can help you with emotional trauma of an assault. You may call a local Sexual Assault Response Center or the Roane State Department of Public Safety (extension 4500 on campus). Information you provide will be kept confidential upon request. Reporting such an assault does not mean the victim must press charges or take the incident to criminal court. The reporting does establish a record of the incident for use by college and/or civil authorities.

If requested, the Roane State Department of Public Safety will make every effort to preserve evidence at the scene of the crime and compose an accurate description of the events leading up to the attack.

Assaults against a student by staff or faculty should be reported through the Roane State Police Department to the college's Title IX Coordinator, at (865) 354-3000, ext. 4212, who is the Director of Human Resources. Assaults against a student, staff, or faculty by a student should be reported through the Roane State Community College Department of Public Safety to both the Vice President of Student Services and Dean of Students and the college's Title IX Coordinator. In either case, the assault should be reported as soon as possible after the incident.

Procedures for campus disciplinary actions in case of an alleged sex offense

Disciplinary actions for students involved in an alleged sex offense are outlined in RSCC Policy SA-06-01, located online at:

<http://www.roanestate.edu/?9244-RSCC-Policy-SA-06-01-Student-Discipline>

Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available adjudication options:

The student shall be advised by Vice President of Student Services and Dean of Students, in writing, of the breach of policy(ices) of which she/he is charged. Written charges of alleged violations will include: the alleged policy violation, a statement of the facts to be presented, a statement that a hearing will be conducted before the Roane State Student Discipline Committee on the charges, together with notice of the date, time and place of hearing. The hearing date will be scheduled within 10 business days of student election of a Student Discipline Committee hearing. The hearing will be conducted at the date, time, and place specified, unless postponed for good cause. Written charges and hearing determinations will be served by handing a copy to the person or by mailing via certified mail a copy to the person at his residence or last known residence. The student will have five business days to select a hearing option. Student failure to respond in writing within five days of receipt will constitute a waiver of all hearing options.

Individuals accused of misconduct will be given an explanation of the evidence against them.

Students accused of misconduct will be given a copy of the institutional policies concerning due process procedures.

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The student shall be advised of the following rights applicable at the hearing:

- The right to present his or her case. However, the student's absence, absent good cause, will not hinder the Hearing Committee from meeting and rendering a decision.
- The right of both the accuser and the accused to have others present during a hearing. This person is not entitled to represent the complainant or to assist in the testimony.
- The right to be accompanied by an advisor. The hearing committee may restrict the advisor's right to speak at the hearing. The advisor can be an attorney if Roane State is equally represented; the right to call witnesses in his or her behalf; the right to confront witnesses against him or her; and, the method and time limitations for appeal, if any is applicable.
- The student will receive from the Vice President of Student Services and Dean of Students a written copy of the decision of the Student Discipline Committee with any sanctions within 10 business days of the hearing.
- The student or student organization may appeal the decision in writing within five (5) business days to the President of the College. Any action assessed shall be suspended pending outcome of the appeal. The President will make a determination within ten (10) business days. The President's decision is final except in those cases in which appeal is provided, by policy, to the Tennessee Board of Regents.
- The college will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report of the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this disclosure.
- If requested by victims of alleged sexual offenses and reasonably available, the college will adjust class schedules/academic situation or other reasonable actions that will reduce fear or concern.

The college maintains a Crisis Center/Sexual Assault Outreach Program. Any victim of a sexual assault should call the appropriate hotline in one of the institution's nine county service areas:

- For students in Roane, Anderson, Campbell, Knox, and Loudon Counties, a sexual assault crisis center is located in Knoxville, TN; the helpline number is 1-865-522-7273.
- For students in Cumberland, Fentress, and Morgan Counties, a sexual assault crisis center is located in Wartburg, TN; the helpline number is 1-800-641.3434.
- For students in Scott County, a sexual assault crisis center is located in Oneida, TN; the helpline number is 423-569-3333.

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- A statewide sexual assault crisis center may be contacted at 1-800-879-1999. More community resources are linked on the college counseling webpage.

Sexual harassment, racial harassment, and hazing

Any form of sexual harassment, racial harassment, and hazing will not be tolerated by college officials in any form. Alleged violations should immediately be reported to the Title IX Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer who also serves as the Human Resource Officer for the college.

Such allegations will be investigated and adjudicated according to TBR Policy P-080 and RSCC Policy SA-06-01; policy located here: <http://www.roanestate.edu/?9244-RSCC-Policy-SA-06-01-Student-Discipline>

Questions should be addressed to the EEO/AA Office at extension 4212.

Possession, use, and sale of alcoholic beverages and illegal drugs

Drug and alcohol abuse hampers the effectiveness of students to learn, teachers to instruct, and employees to do their jobs correctly. The abuse not only endangers the abuser but also jeopardizes the health and safety of others. The possession, sale, manufacture, or distribution of any alcoholic beverage or drug is prohibited on campus by both federal and state law. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Violators are subject to disciplinary action by the college and/or criminal prosecution which could result in a fine and imprisonment.

Roane State is committed to drug-free campuses. RSCC Policy SA-06-01 outlines all institutional rules, regulations, and procedures regarding alcoholic beverages and illegal drug use. Also, pursuant to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, the following statement is made:

The unlawful manufacture, distribution, possession, and/or use of alcohol and illicit drugs on the campus, in the workplace, on property owned or controlled by Roane State, or as part of any activity of Roane State are strictly prohibited. Public intoxication is strictly prohibited. As a condition of employment, each employee, including student employees (College Work Study students are considered to be employees), must abide by the terms of this policy and must notify the office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilty, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body.

Possible disciplinary sanctions for students who fail to comply with the terms of this policy may include one or more of the following depending upon the severity of the offense: 1) expulsion, 2) suspension, 3) mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, 4) referral for prosecution, 5) probation, 6) written warning, or 7) reprimand.

Moreover, all state and/or federal financial aid recipients are required to sign a certification

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agreeing not to engage in the unlawful manufacturing, distributing, or using of a controlled substance during the period of his/her grant. This certification applies even if the student is off campus or on a school break.

If a student is convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period of the grant, the student must notify the Director, Grants and Contract Services, U.S. Department of Education, in writing within 10 calendar days of the conviction.

Failure to report the conviction subjects the grant recipient to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment. If debarred, the student shall be ineligible for award of any grant from a federal agency for a period of five years.

In accordance with state law, any criminal allegation dealing with drugs or alcohol must be reported in the crime statistics submitted monthly to the Tennessee Bureau of Investigation.

Drug and alcohol abuse prevention education

Roane State Community College promotes services to prevent the illicit use of drugs and abuse of alcohol by students and employees. These services are related to drug use and abuse and include dissemination of informational materials, educational programs, referral for counseling services and college disciplinary action.

The Dean of Students office conducts programs throughout the year to promote the prevention of both drug and alcohol abuse. The primary student program is concurrent with the national Red Ribbon Week, observed in October. Alliances are also maintained with both local and regional agencies including county health departments, Roane County Anti-Drug Coalition, Helen Ross McNabb and other providers who are invited to visit campuses, to provide information and will take student referrals. The same agencies are invited to participate in the annual college Welcome Week and annual Suicide Awareness Week. A complete list of community resources is available via the Counseling webpage at: <http://www.roanestate.edu/?10505-Community-Resource-Quick-Reference-List>.

Services are coordinated by college departments are listed below:

1. Alcohol and Drug Education: Employee Assistance Program (EAP) and college student handbook.
2. Counseling Services: Employee Assistance Program (for employees), college counselors, or Roane State Police for referral to an appropriate agency.
3. College Disciplinary Actions: Assistant Vice President of Student Services and Dean of Students.

Roane State is committed to drug-free campuses; policy statement here:
<http://www.roanestate.edu/?9193-RSCC-Policy-GA-21-03-Drug-Free-Environment>

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The unlawful possession or use of any drug or controlled substance including any stimulant, depressant narcotic or hallucinogenic drug or substance or marijuana including the sale or distribution of any such substances is prohibited; policy found here: <http://www.roanestate.edu/?6827-Drug-Alcohol-Weapons-Policy>

The use and/or possession of alcoholic beverages on college owned or controlled property is prohibited; policy found here: <http://www.roanestate.edu/?9272-RSCC-Policy-GA-20-01-Alcoholic-Beverages>

Smoking and tobacco product use is regulated by policy and can be found here: <http://www.roanestate.edu/?9268-RSCC-Policy-GA-21-01-Smoking-and-Tobacco-Product-Use>

Students are expected to be law abiding citizens and obey all campus policies. Student Disciplinary policy is located here: <http://www.roanestate.edu/?9244-RSCC-Policy-SA-06-01-Student-Discipline>

Programs for campus security procedures/practices and security awareness

Roane State Community College has programs designed to inform students and employees about campus **security** procedures and practices and to encourage students and employees to be aware of their own security and the security of others. The Roane State Community College Department of Public Safety presents safety information, including crime prevention tips and active shooter information, to incoming students at New Student Orientations as well as reinforcing that information with the parents and families of new students and Parent/Family Orientations.

At a minimum, the college tests the Emergency Preparedness Plan on an annual basis. Students, staff, and faculty have the opportunity to practice the established emergency procedures.

Incoming students at all Student Orientation sessions are informed about security procedures, ways to prevent crime on campus including the Be Safe program, and the fact that students must take ownership in their own safety. Roane State encourages students, staff, and faculty to utilize the Raider Alert system. Raider Alert is an opt-in self- service, web-based, mass notification system that enables emergency and non-emergency messages to be instantly communicated to students, staff, and faculty through cell phone text/voice messaging, landline, web page, and email.

“Safety tips” are available on Roane State Police Department webpage at: <http://www.roanestate.edu/?6828-Campus-Safety-Tips>. Staff and faculty are informed of the RSCC Be Safe website during new employee benefit sessions and Employee Orientation sessions.

Policy concerning monitoring/recording student off-campus criminal activity through local police, including student organizations with off-campus housing

Roane State does not provide housing to students. Staff and faculty who take students off our campus sites for student activities are advised that criminal behavior involving students should be reported to the local police and the Roane State Community College Department of Public Safety as soon as possible. Security considerations are used in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting. The Roane State Community

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College Department of Public Safety, the Safety Director and Physical Plant employees continuously monitor outdoor lighting and potential security risks like overgrown landscaping or secure door issues. Any potential problems are brought to the attention of the Director of the Physical Plant for resolution. Monthly fire extinguisher inspections are conducted in all buildings owned or leased by the college. Fire alarms are checked and serviced periodically. In addition, Roane State Police Officers and Building Coordinators/Assistant Building Coordinators routinely report hazardous, unsafe, and potentially unsafe conditions found to exist on campus.

Policy of emergency response and evacuation procedures

When Roane State Community College is notified of a significant emergency or dangerous situation that may involve an immediate threat to the safety of students, staff, faculty, and visitors to the campus, an immediate response will occur. The Emergency Response Plan will be implemented by the institutional Emergency Management and Response Team (EMRT) and is summarized below. Emergency Notification and Evacuation Policy is located at: <http://www.roanestate.edu/?9591-RSCC-Policy-GA-13-03-Emergency-Notification-and-Evacuation>

The institutional EMRT is comprised of authorized employees who are responsible for issuing a warning of any crisis that could endanger lives when that person has credible knowledge of a crisis. These include all members of President's cabinet, Roane State Community College Department of Public Safety (RSDPS), public relations officer, director of physical plant, dean of social sciences and business, dean of nursing, all site directors, and those designated to serve in the absence of others. The President and members of the EMRT are the individuals chiefly responsible for implementing the college's Emergency Action Plan.

As the emergency or situations develops, updates will be provided through Raider Alert, emails, supervisors to employees, the institutional website, flyers, building coordinators and assistant building coordinators, and local media. Social media outlets may also be used to disseminate updates. Additionally, depending on the emergency or event, outside resources may be requested to bring the emergency or event to a successful conclusion and recovery.

Each academic year the college, at a minimum, will test the college's Emergency Preparedness Plan. This test could be announced or unannounced and will involve the entire campus community. After the test, the Director of Public Safety/Chief of Police will assess areas needing improvement. In addition, Roane State Community College has communicated with supporting law enforcement agencies requesting their cooperation and assistance in informing this institution about events reported to them that may warrant an emergency response.

Current training programs on stalking, domestic violence and dating violence

Roane State Community College is in compliance with federal policy regarding Violence Against Woman Act (VAWA): <http://clerycenter.org/Policy-resources/vawa/> The college is committed to training staff, faculty and students in the identification, prevention and reporting of such occurrences. <http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State>.

Currently, the college has the following informative training programs on stalking, domestic violence and dating violence available:

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Annual RSCC Athlete Alcohol/Drug prevention workshop also includes information on the identification, prevention and reporting of stalking, domestic violence and dating violence.

Informational videos, helpful data, and external resources are listed at the Be Safe at College page at: <http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State>

Sex Offender Registry, Dating Violence, Domestic Violence, Sexual Assault, Stalking

The campus community can find information provided by the Tennessee Bureau of Investigation - State of Tennessee concerning registered sex offenders at: <https://www.nsopw.gov/>.

Subject to federal law, state law, and TBR policies, the following sanctions may be imposed by the institution following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking:

1. Restitution
2. Warning.
3. Reprimand.
4. Service to the institution or community.
5. Specified educational/counseling program.
6. Apology.
7. Fines.
8. Restriction upon privileges.
9. Probation.
10. Suspension.
11. Expulsion.
12. Revocation of admission, degree, or credential.
13. Interim suspension.
14. Suspension of employment.
15. Termination of employment.
16. Demotion.

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17. Termination of tenure status.
18. Other sanctions as deemed appropriate by the institution.

Possession of weapons by Roane State Police and any other person

As provided in Tennessee Code Annotated 39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on any Roane State campus. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.

Roane State Community College Department of Public Safety police officers, in accordance with T.C.A. 49-7-188, Peace Officer Standards and Training Commission, and TBR policy 5:01:07:00 are authorized to carry firearms, chemical spray, and a baton. Officers are issued these weapons only after successfully completing training in the use of their personal firearm, chemical spray, and baton. Additionally, officers must undergo annual weapons training and demonstrate skill in their use as established by state law and orders established by the Director of Public Safety/Chief of Police.

Complete institutional policy for qualified persons carrying concealed firearms on campus (GA-13-04) can be located here: <http://www.roanestate.edu/?10519-RSCC-Policy-GA-13-04-Firearms-and-Other-Weapons>

Policy for qualified persons carrying concealed firearms on campuses

Tennessee Law allows certain qualified persons to carry concealed firearms on a state owned college campus. RSCC complies with the law and has committed to policy and procedures for persons to conform with that state law.

Roane State Policy Number: GA-13-04
Subject: Firearms and Other Weapons

I. Purpose

To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on institutional property.

II. Definitions (as used in this policy)

- A. "Carry" means to physically transport a firearm or other weapon on or about the body.
- B. "Concealed" means not visible to ordinary observation.
- C. "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

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to the institution or student workers as defined in TBR Policy 5:01:01:00.

- D. “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, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) 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.
- E. “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.
- F. “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.
- G. “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.
- H. “Institution Property” means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
- I. “Motor Vehicle” means a motor vehicle as defined in T.C.A. § 55-1-103.
- J. “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.
- K. “Parking Area” means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- L. “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

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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, lunch box, locker, tool kit, bag, purse, cabinet, or office.

- M. "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.
- N. "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).
- O. "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 of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

III. Policy

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).

A. Exceptions for Employees with Valid Handgun Carry Permits.

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

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register with the Roane State Community College Police Department. Additionally, the employee must register with the other local 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. To facilitate the registration with local law enforcement agencies, the Roane State police department will provide a copy of the completed registration form to local law enforcement agencies in the counties where the employee indicates on the registration form they may be working.

- a. Anyone wishing to register will make an appointment with a Roane State Community College police officer at either the Roane County campus, Oak Ridge Branch Campus, or the Cumberland County campus. The employee will bring their gun permit and driver license. The employee will complete the Notification of Employee's Intent to Carry a Concealed Handgun registration form in the presence of a witnessing Roane State police officer. The Roane State Police Department will provide a copy of the registration form to local law enforcement agencies in the counties where the employee indicates on the registration form they may be working. The employee is responsible for updating their registration form that is on file with the Roane State Police Department should they need to add campuses depending on where the employee may work or in the event of a change in status of their state handgun permit.
- b. 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. At Roane State Community College the designated administrative officer will be the President. Additionally, the registration information will be available to all Roane State POST certified police officers.
- c. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions

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share a property, properly registered employees of all sharing institutions may carry on the shared property.

- d. Full-time employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(9) shall have their valid hand gun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
- e. Part-time employees may not carry a handgun on institution property, even if they have carry permits.
- f. Roane State’s police department has developed a training course and it is available to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(9). The institution is not required to offer such courses. Employees are not required to participate in such courses if they are offered.
- g. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e) are not permitted to carry a handgun at the following times and at the following locations:
 - i. 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.
 - ii. Formal meetings regarding employee or student disciplinary matters.
 - iii. Formal meetings regarding tenure issues.
 - iv. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
 - v. 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*

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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 in 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*)
- vi. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.
- vii. In any motor vehicle that is owned, operated, or controlled by a TBR institution and that is provided to an employee for use during the course

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of employment. The Chancellor may grant an exception to this prohibition to Presidents who are provided a TBR vehicle under the terms of their employment agreement.

viii. The employee shall not possess a handgun:

1. While under the influence of alcohol or any controlled substance or controlled substance analogue (*Source: T.C.A. § 39-17-1321*); or
2. 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. (*Source: T.C.A. § 39-17-1321*)

B. Any employee who is the holder of a valid handgun carry permit recognized in Tennessee 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.
3. An employee transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this paragraph does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.

C. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(9) and this policy must have the handgun either:

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- 1) On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
- 2) Secured in their personal motor vehicle in accordance with T.C.A. § 39-17-1313.

IV. Other Exceptions to the Prohibition on Weapons

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

V. Right to Search for Weapons

Roane State 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, college vehicles and other vehicles parked on the institution's premises. **Such searches may only be conducted by law enforcement officers.**

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VI. Sanctions

- A. Violation of the applicable laws regarding possession of firearms or other weapons on TBR institution property shall be reported to the law enforcement agency or agencies having jurisdiction and may result in arrest and prosecution.
- B. 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.
- C. Roane State shall not 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 Roane State property in compliance with T.C.A. §39-17-1309(e)(9) and this policy or stored a firearm or firearm ammunition in a motor vehicle on Roane State property in compliance with T.C.A. §39-17-1313.

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)(9) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee who carries a handgun on property owned, operated or controlled by the TBR institution at which the employee is employed is not:
 - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
 - 2. Entitled to workers' compensation benefits under T.C.A. §9-8-307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
 - 3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. §9-8-307(h).
- B. Roane State is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. §39-17-1309(e)(9).

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TBR Policy Reference: 7:01:00:00

Original Date Effective: 06/27/2016

Original Approval By: Christopher L. Whaley, President

Office Responsible: Vice President for Business & Finance, Vice President Student Learning

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TBR GUIDE TO GUN LAWS ON CAMPUS

EFFECTIVE JULY 1, 2016

| PERSON IN POSSESSION*** | CRIME | POLICY VIOLATION | ACTION |
|---|--|--|---|
| Anyone with firearm in hand or otherwise visible to ordinary observation , in or out of vehicle, anywhere on campus. | YES TCA §39-17-1309(b)(1) | YES TCA §39-17-1359 | ARREST* . If employee or student, also report incident to appropriate campus office. |
| Registered, full-time employee of institution with valid handgun carry permit, | NO TCA § 39-17-1309(e)(9) | NO TBR Policy 7:01:00:00 | *Confirm registration of employee and possession of valid handgun carry permit. |
| Any one, except a registered, full-time employee with a handgun carry permit , carrying concealed handgun or other firearm | YES TCA § 39-17-1309(e)(9) | YES TBR Policy 7:01:00:00 | ARREST* If employee or student, also report incident to appropriate campus office. |
| Employee without carry permit , gun in vehicle but NOT handled | NO TCA §39-17-1309(c)(1)(B) | YES TBR Guideline P-085 | DIRECT TO IMMEDIATELY REMOVE GUN FROM CAMPUS. Also report incident to Human Resources |
| Student without carry permit , gun in vehicle. | YES TCA §39-17-1309(b)(1) | YES TBR Policy 3:02:00:01, II. B. 8. | ARREST* . Also report incident to appropriate campus office. |
| Employee with carry permit , gun secured in vehicle, out of sight. Vehicle is properly parked | NO TCA §39-17-1313 (eff. July 1, 2013) | NO Public Chapter 806, 2016 | *Confirm valid handgun carry permit |
| Student with carry permit , gun secured in vehicle, out of sight. Vehicle is properly parked. | NO TCA §39-17-1313 (eff. July 1, 2013) | NO Public Chapter 806, 2016 | *Confirm valid handgun carry permit. |
| General Public without carry permit, gun contained in vehicle, in or out of sight. Gun may NOT be handled. | NO TCA §39-17-1309(c)(1) | YES** TCA §39-17-1359 | DIRECT TO IMMEDIATELY REMOVE GUN FROM CAMPUS. |
| Person picking up or dropping off passengers only. Gun may not be removed or utilized. | NO TCA §39-17-1310(4) | YES** TCA §39-17-1359 | DIRECT TO IMMEDIATELY REMOVE GUN FROM CAMPUS. |
| Person possessing guns or knives when conducting or attending "gun and knife shows" approved by the President/Director | NO TCA §39-17-1310(3) | NO | Confirm the approved "gun and knife show". |
| Student or employee possessing weapon used | NO TCA §39-17-1309(b)(1) | NO | Confirm the instructional or ceremonial purpose. |

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Roane State Community College is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, thirteen two-year colleges, and twenty-six Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Roane State Community College is a TBR and AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Roane State. The following person has been designated to handle inquiries regarding nondiscrimination policies: Odell Fearn, Director of Human Resources/Affirmative Action, 276 Patton Lane, Harriman, TN 37748, (865) 882-4679. The Roane State policy on nondiscrimination can be found at www.roanestate.edu/nondiscrimination

The institution complies with Titles VI, VII and IX, the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all other applicable federal, state and local statutes.

RSCC Publication #20-007

Roane State Community College Department of Public Safety
276 Patton Lane, Harriman, TN 37748
Phone: (865) 882-4500
Director of Public Safety/Chief of Police: William N. Kain
Email: kainwn@roanestate.edu