

CAMPUS SAFETY AND SECURITY 2017

The information contained in this document is provided in compliance with the "**College and University Security Information Act**" which was enacted by the General Assembly of the State of Tennessee on May 8, 1989, approved by the Governor of Tennessee on May 16, 1989, and became effective on July 1, 1989. **Its purpose is to assist the reader in understanding the process of campus security and its related policies and procedures at Roane State Community College.**

1. Roane State is a two-year institution that serves a primarily rural population. The institution had a total headcount of 5626 for the fall of 2017.
2. Roane State does not have student housing.
3. There are approximately 351 full-time employees at RSCC as of August, 2016. This is the latest data available.
4. The Roane State Police and Security Department's main office is located on the main campus in Harriman with offices in the Technology Building, Room T-102, and is responsible for security operations at all RSCC locations.
5. The Roane State Police and Security Department consists of commissioned and non-commissioned officers with a minimum of 40 hours of on-the-job training annually and first-aid/CPR training. Police Officers are certified under the Tennessee POST commission.
6. The Roane State Police and Security Department work in conjunction with all local, state, and federal law enforcement agencies. All Roane State campuses fall under the jurisdiction of the Tennessee Board of Regents.
7. All crimes are reported to the Roane State Police and Security Department. All crimes occurring on the Roane State Community College property are reported to the Tennessee Bureau of Investigation on a monthly basis.
8. The campuses and facilities of Roane State are restricted to faculty, staff, students, and guests except when all or part of the campus is open to the general public for scheduled events. An outside group may not use any campus facility for organizational fund raising. Religious groups are welcome to use RSCC facilities for business meetings but not for evangelical meetings.
 - a. All persons on any RSCC campus shall be subject to all rules and regulations of the institution, Tennessee Board of Regents, and to all applicable federal and state laws. In addition, all persons who operate motor vehicles on any RSCC campus agree by such operation to be subject to institutional regulations, policies, and procedures regarding traffic and parking.

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- b. According to the RSCC catalog, "Children should not be brought to class or left unattended in any area of the college. Out of consideration to fellow students, faculty and staff, and for safety reasons, please secure appropriate babysitting services off-campus."
9. The Roane State Police and Security Department maintain daily logs, which contain the name(s) of anyone admitted to any building after it has been secured at the end of the normal working day or when the campus is closed. For this reason, and because officers may not know all employees personally, they are required to determine proper identification before granting access. Therefore, it is required that all employees carry proper identification when requesting access to any campus facility. Acceptable documents include such items as Driver's License, RSCC/TBR Identification Card, passport, or similar documents that establish identity.
 - a. After regular working hours or when the campus is closed, officers may deny access to anyone that is unable to produce a picture I.D. or to anyone they believe has no legitimate business on campus.
 - b. Students will not be admitted to buildings, rooms or laboratories after regular working hours or when the campus is closed unless accompanied by an administrator or teaching faculty member. The administrator or faculty member is responsible for oversight of the student's conduct while on campus.
 - c. Students will not be permitted access to laboratories or other rooms that contain equipment where safety and security is of concern, unless the proper instructor or technician is present.

(RSCC Policy GA-08-01)

10. The Roane State Police and Security Department personnel are on duty 24 hours a day, seven days a week at the Roane County Campus and can be reached by phone at (865) 882-4500 and in Oak Ridge at (865) 481-2020. Please check with off campus directors and the VP at the Oak Ridge campus for Security schedules.
11. In order to minimize confusion, liability, and physical harm to occupants of buildings in emergencies, the following plan of response has been developed. Each person has responsibilities that must be fulfilled in order to make the plan work.

In case of a fire, a fire alarm will be pulled to set off the alarm in the building where the emergency is located. If the alarm is activated, the designated personnel will immediately call the Roane State Police Department.

Immediately on hearing a fire alarm, all faculty and staff must assist in getting all occupants out and at least 200' from the building until the alarm is silenced. The

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elevator in the building will immediately be checked and shut down by the Security Department. Security will locate the fire zone and call the appropriate fire department, if necessary. If it is a false alarm, the alarm will be silenced and elevators turned on.

If an individual or group poses a threat to anyone on campus, Security should be notified immediately at extension 4500 or call 911.

(RSCC Policy GA-13-01)

12. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution (Roane State Community College); at an institution sponsored event; on property owned or controlled by an affiliated clinical site is prohibited. This includes any violation of any term of the Roane State Community College Drug-Free Schools and Communities Policy Statement.

(RSCC Policy No. GA-21-03).

(RSCC Policy GA-20-01, TBR Policy No. 3:05:01:01)

13. Weapons on Campus - felony state law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying a weapon on school property. "A...state or federal government entity or agent thereof is authorized to prohibit possession of weapons by any person at meetings conducted by, or on the premises owned, operated, managed or under control of such...government entity."

(TCA §39-17-1309).

14. Roane State Community College supports the provision of a drug-free environment by:
 - a. providing notice to all employees and students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace, and that violation of any of these prohibitions may result in termination or expulsion;
 - b. establishing a drug-free awareness program to inform employees and students about:
 1. the dangers of drug abuse in the workplace;
 2. the college policy of maintaining a drug-free environment;
 3. the availability of drug counseling referral services;

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4. the penalties that may be imposed for drug abuse violations (termination of employees or dismissal of students);
 5. notification of Roane State administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- c. providing any person employed under a grant of federal monies notice that as a condition of employment under the grant, the employee will:
1. abide by the terms of paragraph (a);
 2. and that the college would provide notice of the violation to the appropriate federal agency within ten days after receiving notice under subparagraph (b) (5), and take appropriate personnel action against the employee up to and including termination or requiring the employee to participate in a drug abuse assistance or rehabilitation program approved by a Federal, state, or local health, law enforcement, or other appropriate agency;
- d. providing that any student receiving federal grants, as a condition of the grant, will certify that they will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity connected with the grant.

(RSCC Policy GA-21-03)

15. Roane State Community College has established, as allowed by legislation, a policy on smoking and use of tobacco products on campus. This policy is as follows:
1. Smoking and the use of other tobacco products is prohibited in all college buildings and indoor facilities, campus grounds and walkways, and all areas where non-smokers cannot avoid environmental smoke. Appropriate signage will be posted designating the campus as non-smoking.
 2. A small smoking area will be provided for employees and students in designated areas of the parking lot for the Roane County and Oak Ridge campuses and at designated areas for each satellite location.
 3. Smoking or use of other tobacco products is prohibited inside any college vehicle.
 4. Enforcement of this policy for staff will be the primary responsibility of supervisors. Security officers/guards will be responsible for enforcement at public events. Student offenders will be referred to the Dean of Students if

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disciplinary action is deemed necessary. All college personnel have the authority to enforce this policy.

5. This policy will be widely communicated through standard institutional communication channels.
6. This policy will be implemented on June 1, 2010.

(RSCC Policy No. GA-21-01)

16. Roane State has an approved landscaping plan, which takes into consideration the security of those on campus. Adequate outdoor lighting has been installed and is on a computer program to accommodate late night events.
17. Security matters that may affect the campus community can be communicated through memorandums and/or "The Communicator". "The Communicator" is a weekly newsletter distributed by e-mail to all faculty and staff.
18. The Roane State Police and Security Department consists of commissioned and non-commissioned personnel. Full-time commissioned officers carry firearms while on duty at Roane State Community College; non-commissioned officers are unarmed. Visiting commissioned officers from other law enforcement agencies may carry their weapons while on the campus with the proper identification.
19. All students who apply and meet regular admission requirements are admitted.
20. An applicant for employment who has been convicted of a felony will be subject to review by the Director of Human Resources. If the act for which the applicant was convicted directly affects the performance of the employee or poses a threat to the campus community, the employee may be subject to rejection, re-assignment, or further review by the Director of Human Resources.

Items (d) 1 - 9 of The Act relate to student housing and are not applicable to Roane State Community College.