



**2016
Annual Security Report
September 2017**



Roane State Police Department
(865) 882 4500

2016 Annual Security Report 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 requests anyone who witnesses or is a victim of crime to report the incident immediately to Roane State Police at extension 4500 (on campus), (865) 882-4500 (from off-campus), 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 Police office, Dunbar Building, 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 Police Department 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 Police Department.

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/>.

The number of undergraduate and graduate students enrolled:

There were 5636 undergraduate students enrolled at Roane State Community College as of Fall Semester 2016. Roane State Community College does not have any graduate programs or graduate students.

The number of students living in student housing:

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

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The total number of non-student employees working on the campuses: There were 765 full-time and part-time non-student employees working on the campuses as of September 2016.

The administrative office responsible for security on the campuses:

The Roane State Police Department 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 both the branch campus, located in Oak Ridge and at the Cumberland off campus site, located in Crossville, police/security officers maintain a presence when students are at these sites. At the off campus sites in Campbell, Fentress, Loudon, Morgan and Scott and at the Knox County Center for Health Sciences, Roane State Community College has a security officer on duty during regular business hours. A Roane State Police response can be made under an hour to any campus. Should an event occur at any site other than Roane, Oak Ridge or Cumberland campuses that would require a quicker response time from first responders, the local 911 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 Police Department at non-campus sites and off campus.

A description of the type and number of police/security personnel utilized by the institution, including a description of their training: Roane State employs a Director of Public Safety/Chief of Roane State Police who is Peace Officer Standards and Training (POST) certified and has arrest powers in accordance with Tennessee Code Annotated (TCA) 49-7-188, Tennessee Board of Regents Policy 5:01:07:00, and other applicable state laws. The Director of Public Safety/Chief of Roane State Police successfully completes annual forty (40) hours of POST certified training to include weapons qualification and mandated certifiable training. Further, Roane State employs five (7) additional full-time POST certified armed Police Officers and has (3) armed Reserve Police Officer position open, all with full state arrest powers. All armed officers must successfully complete a minimum of forty (40) hours of annual in-service training in accordance with POST requirements. Additionally, Roane State Police Officers complete training specifically designed for a college environment, as directed by the Director of Public Safety/Chief of Roane State Police.

Roane State also employees 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 Roane State Police. Additionally, (25) security officers supplement the Roane State Police Officers during special events or other times at the discretion of the Director of Public Safety/Chief of Roane State Police.

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The enforcement authority of police/security personnel, including their working relationship with state and local law enforcement agencies and any agreements for investigating crimes:

The Director of Public Safety/Chief of Roane State Police and eight (8) full-time and (3) open positions for Reserve armed Roane State Police Officers, are Tennessee 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. Armed Roane State Police Officers will obtain all pertinent information in an official and courteous manner and will respond professionally and judiciously to any situation. If force is required, only the minimum amount of force consistent with the accomplishment of duties will be used.

Security officers do not have the authority, under applicable Tennessee laws, 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 Safety/Chief of Roane State Police 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 currently has no written agreements with local or state law enforcement agencies with regard to property owned, controlled or leased by this college. However, 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 working relationship of campus security personnel with State and local law enforcement agencies: The Roane State Police Department has a good working relationship and current Memorandum of Understanding (MOU's) 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 Police, Tennessee Highway Patrol as well as other Federal agencies. Roane State Police Officers routinely undergo training sponsored by the Tennessee POST Commission that oversees Tennessee Police Officers Standards. Outside state and local law enforcement agencies, upon request, assist the Roane State Police in criminal investigations and other requests for assistance.

The Roane State Police Department utilizes a Police radio frequency system contracted thru the Roane County 911 Communications Program 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.

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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 which encourage accurate and prompt reporting of all crime to the Roane State Police 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 Police Department at (865) 882-4500 or call 911 immediately!

When any alleged crime is reported to the Roane State Police Department, the Director of Public Safety/Chief of Roane State Police is notified. The Director of Public Safety/Chief of Roane State Police will determine whether to investigate the offense with Roane State Police staff or refer the offense to an outside law enforcement agency in accordance with applicable state law. The Director of Public Safety/Chief of Roane State Police will make this determination based upon the facts developed, nature/type of the offense, victim input, 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 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.

The Roane State Police Department 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 Roane State 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 if requested by the victim. Third party notification allegations to the Director of Public Safety/Chief of Roane State 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 Roane State Police 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.

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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 institutions 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 Police 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.

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. Roane State Police has a sub-station at this institution. The LaFollette Police Department is the local law enforcement reciprocal agency for this site when police/security officers are not present.

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 (3) parking lots. A Roane State Police sub-station is located at the site and is responsible for the overall security of the property. The Cumberland County Sheriff's Department is the local law enforcement reciprocal agency for this site when police/security officers are not present.

Roane State at Fentress County is classified under the Clery Act as owned 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.

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. The Lenoir City Police Department is the primary servicing law enforcement agency for this site when Police and security officers are not present.

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. The Wartburg Police Department is the primary servicing law enforcement reciprocal agency for this site when Police and security officers are not present.

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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. 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 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 Police Department 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 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. City and County Police Departments are responsible for the safety of the property and adjacent public areas site when Police and security officers are not present.

Policy regarding 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.

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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 Police Department, Office of the Director/Chief of Police and in accordance with Roane State Community College Policy GA-09-01 (Key Control).

Procedures and facilities 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 Police Department. The main Roane State Police Department, 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. Crimes may also be reported to any staff or faculty member of the college or the following campus security officials:

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Campus Security Officials: For Any Campus

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

Marsha Matthews (Temporary Interim), Executive Vice President for Business and Finance, at (865) 354-3000 ext. 4217, Main Campus D-200C.

Teresa Duncan, Vice President for Student and Enrollment, at (865) 882-4648, Main Campus D-200E.

Brenda Rector, Dean of Students, at (865) 354-3000 ext. 4364, Main Campus D-100.

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

Donna Mack, Director of Admissions, Records, & Registration, at (865) 354-3000 ext. 2131, Main Campus D-100.

Corey Reed, Success Coach at (865) 882-4621, Main Campus D-100.

Campus Security Officials: Roane County (Main) Campus

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

Monica Boles, Women's Basketball Coach, at (865) 354-3000 ext. 4388, Main Campus G-214.

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

** All assistant coaches also serve as campus security officials.

Campus Security Officials: Oak Ridge Branch Campus

Dr. Owen Driskill, at (865) 354-3000 ext. 2301, Oak Ridge Branch Campus A-105.

Campus Security Officials: Campbell County Campus

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

Campus Security Officials: Cumberland County Campus

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

Campus Security Officials: Fentress County Campus

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

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

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

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Campus Security Officials: Loudon County Campus

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

Campus Security Officials: Morgan County Campus

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

Campus Security Officials: Scott County Campus

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

Roane State Police/Security Officers patrol campuses by automobile, foot and available Police ATV. An Emergency/Assistance telephone is located in the Gym Lobby of the Roane County (Main) Campus and can be used anytime to contact 911 or the Roane State Police Department.

Police emergencies, fire emergencies, ambulance service, or other types of assistance can be obtained by calling the Roane State Police Department at (865) 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 Police Department 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 Police Department. Reports are acted upon in a judicious manner consistent with Roane State policies and legal procedures and no victim's names will be released.

Crimes should be reported to the Roane State Police Department 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 Roane State 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.

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 are 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, and user information will not be

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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.

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 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 Police Department, 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, 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 Police Department encourages anyone who is a victim or witness to any crime to promptly report the incident to the Roane State Police. Because police reports are public records under state law, the Roane State Police Department 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 Police Department 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 Police Department at (865) 882-4500 for more information.

Another method to report anonymously is through the Text-a-Tip program developed in conjunction with the Roane County Anti-Drug Coalition. Students on any campus can anonymously text crime tips by texting

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the campus location and the tip to CRIMES (274637). The tip code RSCC must be included at the beginning of the message. All tips are anonymous.

Policy encouraging pastoral and professional counselors, if allowed by the institution, 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 from the Director of Human Resources at the Roane County (Main) Campus room D-200 or by calling extension 4212 (on campus). The office of the Assistant Vice President of Student Services and Dean of Students has developed a resources guide primarily to aid faculty and staff in assisting students experiencing various difficulties including crisis situations. It can be accessed at: <http://www.roanestate.edu/?8138-Helping-Students-in-Distress-College-Resource-Guide-for-Faculty-and-Staff>, if needed, students are encouraged to contact their health care provider. The institution's Counseling Services department provides short-term personal counseling and, if needed, recommends students seek additional assistance from community agencies. Their list can be accessed at: <http://www.roanestate.edu/?5490-Counseling-Services>. Roane State Community College disclosed 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 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.

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Procedures for preparing the Annual Security Report:

The Roane State Police Department 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 Roane State Police.

Campus crime, arrests, and referral statistics include those reported to the Roane State Police Department, 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, Channel 15 TV Studios, Tamke-Allen Observatory. Non-campus sites.

The Director of Public Safety/Chief of Roane State 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 campus safety policies, procedures, and the annual report 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 the Roane State web page on the "Apply Now" page. The Annual Security Report may also be viewed at the Roane State Police website. Copies may be obtained from the Roane State Police Department in person or calling (865) 882-4500 (non-campus) or extension 4500 (on campus).

A statement of policy regarding the campus sexual misconduct policy programs to prevent sex offenses and procedures to follow when a sex offense occurs:

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Roane State Community College strives to maintain an environment that is free of intimidation 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 Police or other law enforcement authorities.

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 Police 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 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 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 (see list below), or the Roane State Police office (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.

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If requested, the Roane State Police Department 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 Police Department to both the Assistant 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 are outlined in RSCC Policy SA-06-01 <http://www.roanestate.edu/?9244-RSCC-Policy-SA-06-01-Student-Disciplinary> and are summarized as follows:

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 Assistant 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.

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.

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The student will receive from the Assistant 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.

Roane State Community 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.

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.

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

A statement of policy regarding 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. Questions should be addressed to the EEO/AA Office at extension 4212.

Roane State Community College Awareness Program: <http://www.roanestate.edu/?9085-Be-Safe-at-Roane-State>.

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A statement of policy regarding the 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 a drug-free campus. 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 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.

A statement of policy addressing substance abuse education:

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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.

Services are coordinated by the departments listed below:

1. Alcohol and Drug Education: Employee Assistance Program (for employees), 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. A statement of policy regarding the 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 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 Roane State Police.

Description of the type and frequency of 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:

At a minimum, Roane State Community 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, and the fact that safety has to be everyone's responsibility. 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 the Roane State Police Department webpage at: <http://www.roanestate.edu/?6828-Campus-Safety-Tips>. Staff and faculty are informed of the college safety procedures during new employee benefit sessions and Employee Orientation sessions.

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

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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 Police as soon as possible. Security considerations used in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting:

The Roane State Police Department, 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 regarding our emergency response and evacuation procedures:

When the college is notified of any 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 procedures of the institutional Emergency Response Plan will be implemented and are summarized as follows:

First, the initial and primary responder to an emergency will be the Roane State Police Department or the local law enforcement authority. Upon arrival at the scene, the senior officer will confirm that a significant emergency or situation exists and determine initial facts and scope of the emergency or situation. In the absence of both the Roane State Police Department and a local law enforcement authority, the highest institutional authority present will take immediate steps to intervene in the emergency and notify the President or designee.

Second, the President or his/her designee will be contacted with a recommendation from the Director of Public Safety/Chief of Roane State Police as to the college's initial response and what segments of the college needs to be notified. In the case of a major emergency, it should be the institution's intent to notify all segments of the college, especially since both students and staff often travel between campus locations. If the President or his/her designee cannot be immediately contacted the Director of Public Safety/Chief of Roane State Police will manage the emergency or situation until notification can be made.

Third, simultaneously Building Coordinators will be contacted and a Raider Alert emergency message will be disseminated to the campus community by a representative of the Public Relations department, briefly stating the nature of the emergency and what immediate actions should be taken. The initial directions will take into account the segment of the campus community that needs to be notified as well as considering the safety of the students, staff, faculty, and visitors to the college. Information, in the professional judgment of the President or the members of the Emergency Management Response Team (EMRT) that could compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency will not be disseminated.

The institutional Emergency Management Response Team (EMRT) is comprised of authorized employees who are responsible for issuing a warning of a crisis that could endanger lives when that person has credible knowledge of the crisis.

1. President

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2. Vice President for Student Learning
3. Executive Vice President for Business and Finance
4. Vice President of Workforce Development and Student Affairs
5. Assistant Vice President of Student Services and Dean of Students
6. Vice President for Advancement and Community Relations
7. Vice President for Institutional Advancement
8. Public Relations Officer
9. Chief of Police/Director of Public Safety- Roane State Police Department
10. Director of Physical Plant
11. Dean of Nursing
12. Assistant Vice President for Information Technology
13. Executive Administrative Assistant to the President
14. Site Directors

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.

The President and members of the EMRT are the individuals chiefly responsible for implementing the college's Emergency Action Plan. 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 Roane State Police will conduct need 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.

Roane State Community College is in compliance with the new federal policy regarding Violence Against Woman Act (VAWA): <http://clerycenter.org/Policy-resources/vawa/> 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, Roane State Community 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 now also focusing on stalking, domestic violence and dating violence

A current Memorandum of Understanding (MOU) with the Sexual Assault Center of East Tennessee for on-going training and support to sexual violence.

Annual faculty, staff and student training on Bystander Intervention

Development and implementation of the annual Campus Online Survey Climate

Sex Offender Registry

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.

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15. Termination of employment.
16. Demotion.
17. Termination of tenure status.
18. Other sanctions as deemed appropriate by the institution.

Due to the recent changes in Tennessee Law allowing certain qualified persons to carry concealed firearms on a state owned college campus, RSCC is complying with the law, and has committed to policy, directions for persons to conform to those provisions. The following information as to the RSCC policy and the TBR guidance is included in this report;

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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 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

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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 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

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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 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

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institutions 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 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

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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 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

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ammunition in the permit holder's motor vehicle while on or utilizing a parking area if:

1. The employee's motor vehicle is parked in a location where it is permitted to be, and
2. The firearm or ammunition being transported or stored in the motor vehicle:
 - a. Is kept from ordinary observation if the employee is in the motor vehicle; or
 - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the employee's motor vehicle or a container securely affixed to such motor vehicle if the employee is not in the motor vehicle.
3. An employee transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this paragraph does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.

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

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

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

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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.**

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).

TBR Policy Reference: 7:01:00:00

Revision Date Effective:

Revision Approval By:

Original Date Effective: 07/01/2016

Original Approval By: Christopher L. Whaley, President

Office Responsible: Executive Vice President for Business & Finance

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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, carrying concealed handgun	NO TCA § 39-17-1309(e)(9)	NO TBR Policy 5:03:00:00	*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 5:03:00:00	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	NO TCA §39-17-1310(3)	NO	Confirm the approved "gun and knife show".

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"gun and knife shows"

approved by the

President/Director

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 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: Director of Human Resources/Affirmative Action, humanresources@roanestate.edu, 276 Patton Lane, Harriman, TN 37748, (865) 882-4679. The Roane State policy on nondiscrimination can be found at www.roanestate.edu/nondiscrimination.

RSCC Publication #18-013.

Roane State Police Department
276 Patton Lane, Harriman, TN 37748
Phone: (865) 882-4500
Email: stufanotj@roanestate.edu