



### **III. Access to Campus Facilities**

- A. The Southwest Tennessee Community College campus is open to the public for the purpose of conducting business with the school. Application for Use of Facilities is made through the Office of Institutional Advancement.
- B. All individuals on Southwest Tennessee Community College property, including students, faculty, staff, and guests shall be subject to all rules and regulations of Southwest Tennessee Community College and the Tennessee Board of Regents which are applicable to the conduct of persons on campus and to all applicable federal and state laws and city ordinances.
- C. All persons on the campus shall, upon request by authorized officials and public safety personnel, provide adequate identification. Personnel and students refusing to provide such identification shall be requested to leave campus or, if they refuse, may be subject to lawful removal and prosecution.
- D. Students, employees, and visitors to Southwest Tennessee Community College are encouraged to report any potentially unsafe building or equipment conditions to the Public Safety Office. Public Safety personnel will, in turn, report such conditions to the Director of the Physical Plant.

### **IV. Campus Law Enforcement**

- A. Southwest Tennessee Community College maintains a 24-hour dispatch operation manned by Public Safety Office personnel, the telephone switchboard operator, or the Evening and Regular Programs Office personnel. This service is accessible by telephone (emergency number 333). Public Safety Officers on duty at night, after class hours, and on weekends are equipped with a radio/telephone which can be reached by calling the Public Safety Office telephone number 333-4242. Surveillance cameras are located strategically across the campus. These cameras transmit 24 hours a day, seven days a week, to monitors and videotape devices located in the Public Safety Office.
- B. Southwest Tennessee's Public Safety Officers are certified police officers with statutory arrest powers but are instructed to confine themselves to campus duties. The Public Safety Office has excellent working relations with all local, state, and federal law enforcement agencies. These agencies, particularly the Memphis Police Department, offer close support during special events and technical investigative resources when requested.

C. Southwest Tennessee recognizes that campus security embraces the entire community. In order to provide a free, orderly, and safe environment in which its members may pursue their various activities, Southwest encourages the accurate and prompt reporting of all crimes to the Public Safety Office. Southwest Tennessee will do everything within its power to protect the rights of those reporting crimes. No ill-feelings or resentment will be shown to students or employees who report crimes and every possible action to reduce the inconvenience of crime reporting will be taken. The Public Safety Office will be prompt and professional in its dealings with those who report crimes. Persons desiring confidentiality may report crime by telephone.

#### **V. Off-Campus Student Organizations**

All Southwest Tennessee sponsored off-campus activities require prior approval by the Student Services Office and the attendance of at least one faculty/staff sponsor. When the activity is sufficiently large enough, additional security is provided. Sponsors are charged with overseeing the safety of the activity and reporting any criminal activity to the Southwest Tennessee Campus Public Safety Office. The commission of any felony crimes will be promptly reported to the Memphis Police Department as outlined in Section II.

#### **VI. Crime Prevention Program**

It is the institution's standard practice to offer a variety of campus programs about, or related to, crime awareness and prevention. These programs usually originate from the Office of Human Resources, the Public Safety Office, the Department of Counseling, or the Student Services Office. In addition to the various lectures, workshops, and other programs sponsored by these offices, the Student Services Office and the Public Relations Office regularly publishes articles related to campus security and crime awareness in the student newspaper and the employee newsletter.

#### **VII. Campus Drug and Alcohol Policies**

- A. The use and/or possession of alcoholic beverages on Southwest Tennessee owned or controlled property is strictly prohibited.
- B. The unlawful use, possession, sale or distribution of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or marijuana) on Southwest Tennessee owned or controlled property is strictly prohibited.

### **VIII. Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs**

Southwest Tennessee's Counseling Office has qualified counselors on staff who are available to students and employees to discuss any drug and/or alcohol related problems. Information concerning specific programs and activities may be obtained by referring to the Alcohol and Drug Abuse Prevention program in the Counseling Office. Referrals may be made to the agencies listed in this brochure, or individuals may contact the agency directly.

### **IX. Procedures for Reporting Sexual Assault (forcible or non-forcible)**

- A. Complaints of alleged sexual assault should be lodged with the Equal Employment Opportunity/Affirmative Action Officer. Southwest Tennessee will investigate all reported sexual assaults or attempted assaults and, where appropriate, will hold disciplinary hearings to adjudicate these assaults according to the procedures outlined in the Southwest Tennessee Community College Handbook and the Southwest Tennessee Community College Policy No. 2:02:10:01/3 Harassment-Sexual, Racial, and Other. Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary hearing. Any student found guilty of a sexual assault shall be appropriately punished. A range of sanctions up to and including suspension or expulsion from the institution are possible, depending upon individual circumstances. Both the accuser and the accused shall be informed of the outcome of any on-campus disciplinary proceeding brought alleging a sexual assault.
- B. Victims of sexual assault should recognize the importance of obtaining and/or receiving help in dealing with the crime. Victims of sexual assault should contact the Southwest Tennessee Community College's Counseling Office for specific information and services.
- C. Assistance is available in changing academic schedules after an alleged sexual assault incident, if requested by the victim and if such changes are reasonable available. The Provost/Executive Vice President for Academic and Student Affairs will assist the victim in making these changes. Continuing education programs to promote the awareness of rape, acquaintance rape, and other sexual offenses take place during workshops and seminars bi-monthly. Further educational programs will be made available for student organizations upon request. For more information, contact Career Counseling and Student Employment Department, 333-4170 or 333-4180; Public Safety and Security, 333-4242.