Annual Security Report
2017

Clery Reporting Information

Police Services/Public Safety Division
www.southwest.tn.edu/police/

President: Dr. Tracy Hall
Vice President of Financial and Administrative Services:
Anita Lockridge
Director of Police Services/Public Safety: L. Angela Webb
Annual Security Report 2017 (Clery Reporting Information)

President: Dr. Tracy Hall
Vice President of Financial and Administrative Services: Anita Lockridge
Director of Police Services/Public Safety/Public Safety: L. Angela Webb

www.southwest.tn.edu/police

Police Services/Public Safety/Public Safety Office Locations and Telephone Numbers:

- **Union Avenue Campus**
  - Parrish Building, Room 107
  - (901) 333-5555

- **Macon Cove Campus**
  - Farris Building, Room 1107
  - (901) 333-4242

- **Gill Center**
  - Room 105
  - (901) 333-5975

- **Whitehaven Center**
  - Room W100A
  - (901) 333-6479

- **Maxine A. Smith Center**
  - Room SA112
  - (901) 333-6045
Clery Reporting Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery (pictured) who was raped and murdered while askeep in her residence hall room on April 5, 1986.

Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Campus Security Act of 1990.”

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was most recently amended in 2000 to require schools, beginning in 2003, to notify the campus community about where to obtain public “Megan’s Law” information about registered sex offenders on campus. This information is kept on file in the Police Services/Public Safety/Public Safety office or the link http://www.nsopw.gov
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Additional information on sexual misconduct may be found in 2017-2018, Student Handbook on pages 71-85.
POLICE SERVICES/PUBLIC SAFETY/PUBLIC SAFETY MISSION STATEMENT:

We provide a total commitment to campus policing by insuring the employees, students and visitors of Southwest Tennessee Community College are in a safe working and learning environment. We believe in teamwork, customer satisfaction and quality Police Services/Public Safety.

VALUES

The Southwest Tennessee Community College’s Police Services/Public Safety Division emphasizes PRIDE. Through the application of Performance, Responsibility, Integrity, Dedication, and Empathy, we are able to perform our duties while building and maintaining a high level of professionalism.

SERVICES

The Police Services/Public Safety Division is committed to providing a safe environment for the employees, students, and visitors. We are dedicated to offering the highest quality service of protection of life and property. We are committed to the education of students and employees on safety issues and crime prevention. We strive to make Southwest Tennessee Community College a safe haven that is conducive to a peaceful working and learning atmosphere.

GOALS

The goal of the Police Services/Public Safety Division is to make Southwest Tennessee Community College safer than it’s ever been in the past. Our plan for accomplishing this task is to educate, train, and prepare the staff, faculty, and students for any disaster that may befall us.
Office Information
The Police Services/Public Safety Division reports to the Vice President of Financial and Administrative Services of the College. The Police Services/Public Safety Division works closely with all departments of the college to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to all of the college’s students, faculty, and staff. Uniformed police officers provide around-the-clock patrol and services to the campus community at the Union Avenue Campus, Macon Cove Campus, and Whitehaven Center. Officers patrol the Maxine A. Smith and Gill Centers during hours of operation.

Police Services/Public Safety Office Locations and Telephone Numbers
Union Avenue Campus Parrish Building, Room 107 (901) 333-5555
Macon Cove Campus Farris Building, Room 1107 (901) 333-4242
Gill Center Room 105 (901) 333-5975
Whitehaven Center Room 114 (901) 333-6450
Maxine A. Smith Center Room SA112 (901) 333-6045

Police Authority
All Police officers are certified through the Tennessee Peace Officers Standards and Training Commission to serve as law enforcement officers in the State of Tennessee and have arrest powers as provided in Tennessee Code Annotated 49-7-118. Southwest Tennessee Community College police officers have full authority to arrest anyone involved in illegal activity. The Police Services/Public Safety Division has a written “Memorandum of Understanding” (MOU) with the Memphis Police Department and a good working relationship with them as well as other law enforcement agencies. If minor offenses are alleged involving violation of Southwest Tennessee Community College’s Code of Student Conduct are committed by a student of the College, the Police Services/Public Safety Division may also refer the individual to the Vice President of Student Affairs for disciplinary action.

The Police Services/Public Safety Division is responsible for a full range of safety services to the Southwest Tennessee Community College community, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, citations for parking and traffic violations, and enforcement of all state laws and College policies, including those relating to alcohol use, drug use, and weapons possession. The campuses are patrolled by vehicle, bicycle, and on foot to provide the best possible protection for students, staff, and visitors. The Union Avenue and Macon Cove campuses are patrolled 24 hours a day 7 days a week, and the Maxine A. Smith, Gill, and Whitehaven Centers are patrolled during their hours of operation.

Reporting Crimes or Emergencies
Students, staff, and visitors to Southwest Tennessee Community College are encouraged to report all crimes, suspicious activity, other emergencies and public safety related incidents that may occur at any Southwest Tennessee Community College campus or property in a timely manner. It is recommended that the incident be reported to the Police Services/Public Safety Division office at the location the crime was committed, but you may contact any of the Police Services/Public Safety offices at the numbers listed above to file a report and the appropriate office will be notified. An officer will be dispatched to your location to take the report and the appropriate action(s) necessary in accordance with the type of incident reported. If further investigation is required, the Police Services/Public Safety Division will assign an investigator. If the investigation required is beyond the capabilities of the Police Services/Public Safety
Division, the appropriate outside law enforcement agency will be contacted. The Police Services/Public Safety Division prepares incident reports for all crimes committed on campus that are reported to the department. These incident reports are maintained by the Police Services/Public Safety Division and automatically become part of its record-keeping process.

**Confidential Reporting Procedures**

A victim of a crime may decide not to pursue action within the college system or the criminal justice system. These individuals are encouraged to consider making a confidential report of the crime with the Police Services/Public Safety Division. With the victim’s permission, the director of Police Services/Public Safety or a designee of the Police Services/Public Safety Division can file a report on the details of the crime without revealing the person’s identity. The purpose of a confidential report is to comply with a person’s wishes to keep the matter confidential while taking steps to ensure the person’s future safety and that of others on campus. With this information the college can keep accurate records of the number of incidents involving students, employees, and visitors, determine crime patterns with regard to locations and times, methods, or assailants, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

In addition to reporting crimes to the Police Services/Public Safety Division, crimes may also be reported to other Campus Security Authorities. Campus Security Authorities are designated individuals/officials with significant responsibility for student and campus activities. That is, they are campus officials who manage or otherwise oversee student and campus activities. For example, a Campus Security Authority may be a staff member responsible for student extra-curricular activities, a director of athletics or a team coach, faculty advisors to student groups, staff responsible for student discipline, and campus judicial staff. Each campus must identify these individuals. The Police Services/Public Safety Division is responsible for ensuring that they are aware of their responsibilities and that they submit periodic statistics on any crimes reported to them. The names and organizations these people represent are listed below. Contact numbers may be obtained from the Southwest Tennessee Community College operator at 901-333-4000 or directly from the Southwest Tennessee Community College telephone directory.

**Campus Security Authorities**

**Contact**

**Student Affairs Personnel**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nikita Ashford</td>
<td>Director of Advising</td>
</tr>
<tr>
<td>Phoenix Worthy</td>
<td>Director of Student Development</td>
</tr>
</tbody>
</table>

**Faculty / Staff Advisors to Student Groups**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Washington</td>
<td>Alpha Beta Gamma</td>
</tr>
<tr>
<td>Shawn Boyd</td>
<td>Ambassadors</td>
</tr>
<tr>
<td>Joannita Barnes</td>
<td>American Criminal Justice Association</td>
</tr>
<tr>
<td>Robert Tom</td>
<td>American Institute of Architectural Students</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Baptist Student Union</td>
</tr>
<tr>
<td>Shirley Stewart</td>
<td>Bowling Club</td>
</tr>
<tr>
<td>Tamera Hines</td>
<td>Cheerleaders</td>
</tr>
<tr>
<td>Maria Sun</td>
<td>Dietetic Association</td>
</tr>
<tr>
<td>Dr. Malinda Wade</td>
<td>Diversity Club</td>
</tr>
</tbody>
</table>
### Campus Security Authorities - (continued)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valetta Brinson</td>
<td>Gospel Choir</td>
</tr>
<tr>
<td>Pasty Francher</td>
<td>Graphic Arts Technology</td>
</tr>
<tr>
<td>Doug Branch</td>
<td>Honors Program</td>
</tr>
<tr>
<td>Steven Leake</td>
<td>Hospitality Management Society</td>
</tr>
<tr>
<td>Pengfei Yao &amp; Shannon Little</td>
<td>International Student Club</td>
</tr>
<tr>
<td>Gwynne Hutton</td>
<td>Lambda Epsilon Chi National Paralegal Honor Society (LEX)</td>
</tr>
<tr>
<td>Tamera Hines</td>
<td>Campus Activity Board</td>
</tr>
<tr>
<td>Osborne Burks</td>
<td>Pharmacy Tech Elites</td>
</tr>
<tr>
<td>Twyla Waters</td>
<td>Phi Theta Kappa</td>
</tr>
<tr>
<td>Tracey Freeman</td>
<td>Radiology Club</td>
</tr>
<tr>
<td>Tamera Hines</td>
<td>NAACP College Chapter</td>
</tr>
<tr>
<td>Patricia Ward</td>
<td>Hispanic/Latino Society</td>
</tr>
<tr>
<td>Jerome Wilson</td>
<td>Pierian Society</td>
</tr>
<tr>
<td>Joyce Johnson</td>
<td>Science Club</td>
</tr>
<tr>
<td>Robert Blaudow</td>
<td>Southwest Pride</td>
</tr>
<tr>
<td>Marcia Hunter</td>
<td>Service-Learning &amp; Civic Engagement</td>
</tr>
<tr>
<td>Ciara Shipp</td>
<td>Student Newspaper</td>
</tr>
<tr>
<td>Stephen Grigsby</td>
<td>Substance Abuse Professional of Tomorrow</td>
</tr>
<tr>
<td>Tonya Birdsong</td>
<td>VET Club</td>
</tr>
<tr>
<td>Tamera Hines &amp; Phoenix Worthy</td>
<td>Student Government Association</td>
</tr>
<tr>
<td>John Merchant</td>
<td>Student Nursing Government Association</td>
</tr>
<tr>
<td>Tamera Hines</td>
<td>United Christian Association</td>
</tr>
</tbody>
</table>

**Advising Academic Support**

- Tonya Birdsong
- Lashelle McCarley
- Lamecia Good
- Bryan Porter
- Michelle Harrison
- Mia Atkins-Beason
- Evelyn Moore

**Mental Health Counselor**

- Julia Rhea

**Athletics Department**

- Sherman Greer
- Jerry Nichols

**Office of Equity and Compliance**

- Monika Johnson
- Inez Warner
- Pam Saavedra
- Stephanie Peoples
**Who is exempt from reporting?**

Campus officials are exempt from reporting when they are acting as a pastoral or professional counselor. For this purpose, a pastoral or professional counselor is defined as follows:

1. **A Pastoral Counselor** is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

2. **A Professional Counselor** is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. Other persons with significant responsibility for campus and student activities and counselors who advise students and employees are not exempt from reporting, even if the counseling is confidential.

**Sexual Offender Information**

Under Tennessee Code Annotated title 40, chapter 39, part 2, repeat sexual offenders, violent sexual offenders and child sexual offenders are required to register with the state of Tennessee. Registered sex offenders are not prohibited from attending Southwest Tennessee Community College, but they must under state law register with the local law enforcement agency in which the College is located and provide the State of Tennessee with this information. The Tennessee Bureau of Investigation (TBI) will then provide the College’s Police Services/Public Safety Division with the appropriate information. Information on registered sex offenders may be obtained at the TBI website: [http://www.tbi.tn.gov](http://www.tbi.tn.gov) or through the National Sex Offender’s data base: [http://www.nsopw.gov/](http://www.nsopw.gov/). Information on sexual offenders may also be obtained at the local police department, or the Police Services/Public Safety Division.

**Sexual Assault Prevention and Response**

Pursuant to the Higher Education Amendments of 1992 (Public Law 102-325), generally referred to as the Sexual Assault Victim’s Bill of Rights, it is important to promote the reporting of all sex-crime violations as well as to outline the procedures to facilitate the reporting of all alleged violations. Therefore, students, faculty, and staff are hereby informed of the following:

**Sexual Assault**—Sexual assault is generally defined as attempted or actual unwanted sexual activity (Sandler, 1993).

*“Forcible” and “Non-forcible” Sex Offenses*—A forcible sex offense is “any sexual act directed against another person, forcibly and/or against that person’s will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse,” and include incest and statutory rape. Depending on the circumstance, rape could be in either category.

**Procedures for Reporting an Offense**—In those instances where sexual assault is alleged, the victim is strongly encouraged to report the incident. The campus offices authorized to deal with sex-crime are the Vice President of Student Affairs, the Office of Equity and Compliance, the Counseling Department, and the Southwest Tennessee Community College Police Services/Public Safety Division. When contacting one of these offices, the victim will be given specific information as to how to proceed in filing formal charges against the accused. The procedures for on-campus disciplinary action would be the same as those outlined in the Student Handbook for any alleged violation of the Student Code of Conduct.
If you are a victim of a sexual offense:

- Get to a safe place.
- As soon as you feel safe, call the Police Services/Public Safety/Public Safety office at your location or dial 911. Stay on the line and insure the dispatcher knows where you are calling from.
- Do not bath, douche, wash, or destroy your clothes.
- Do not tidy up.
- Try to preserve the evidence of the crime.
- Seek medical attention immediately.

If, after conferring with the student, it is decided that the incident is to be referred to the civil authorities, this action would then be pursued by the Southwest Tennessee Community College Police Services/Public Safety Division. It should be stressed that the preservation of evidence is critical for criminal prosecution.

Students are advised that they have the option of filing a complaint either through the Office of Equity and Compliance or through Southwest Tennessee Community College’s Police Services/Public Safety Division. This does not constitute double jeopardy. If the sexual assault occurred off campus, victims are encouraged to notify the local law enforcement authorities and/or Southwest Tennessee Community College Police Services/Public Safety office. If the incident occurred on campus, we are encouraging them to notify us. We will work closely with the local law enforcement agency.

Possible Sanctions—Depending upon the severity of the incident, those persons found guilty of a sex crime would be subject to a range of penalties, e.g., suspension or dismissal from the college, as well as other sanctions outlined in the Student Handbook. In addition, if a person is found guilty, the typical range of sanctions available to a criminal court may also be imposed. Both the accused and the accuser are entitled to have others present during the campus disciplinary hearing. The outcome of the hearing will be made available to the accused and the accuser.

Changing Academic Arrangement—When appropriate, academic arrangements may be modified as the direct result of a sexual assault. This action may be taken when requested by the victim and if such modifications are reasonably available. These arrangements would be coordinated by the office of the Vice President of Student Affairs with appropriate instructional staff.

Counseling Services—Those students who become victims of a sex-crime are eligible for and encouraged to take advantage of the counseling services offered by the Counseling Department at each campus. Referrals to other community support services will be made when appropriate.

Sexual Harassment—Southwest Tennessee Community College shall not tolerate any behavior, verbal or physical contact, by an administrator, supervisor, faculty, staff member, or student which constitutes sexual harassment of any employee or student.

Sexual Assault / Rape Prevention Program
Southwest Tennessee Community College sponsors seminars on sexual assault, harassment, rape, forcible sex offenses or any other crimes of violence each semester. These seminars are set up and controlled by the Student Development Department, 901-333-5384. 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 Student Development Office. In addition to the various lectures, workshops, and other programs sponsored by these offices, the Student Development Office and the Communications, Marketing and Community Relations Office regularly publish articles related to campus security and crime awareness in the student newspaper and the employee newsletter.
Crime Prevention Programs
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 Equity and Compliance, the Police Services/Public Safety Office, the Mental Health Counseling Department, and/or the Student Development Office. In addition to the various lectures, workshops, and other programs sponsored by these offices, the Student Development Office and the Office of Communications, Marketing and Community Relations regularly publishes articles related to campus security and crime awareness in the student newspaper and the employee newsletter.

Southwest Tennessee Community College Police Services/Public Safety Division either through video presentation or actual appearance at new student orientation and prep program orientation provides information on crime reporting procedures, how to protect one’s self from crimes, as well as what services can be provided relating to orders of protection and violent crimes that may have an adverse effect the student while on campus.

Campus Access
Southwest Tennessee Community College campuses and facilities are restricted to students, employees, guests and invitees of 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. All person(s) on any Southwest Tennessee Community College property are subject to all rules and regulations of the College which are applicable to student conduct on campus, and all federal and state laws and regulations. In addition, all person(s) who operate motor vehicles on campus properties agree by such operation to be subject to College and Tennessee Board of Regents (TBR) rules, regulations, policies, and procedures relating to traffic and parking. All person(s) on Southwest Tennessee Community College properties shall provide adequate identification upon request to appropriate officials, and/or police personnel. Employees and students that refuse to provide identification may be subject to disciplinary action. Visitors and/or guest that refuse to provide identification when requested by competent will be asked to leave the campus. Persons who refuse to leave upon request will be subject to lawful removal and/or prosecution. Employees on campus properties after hours are required to sign the after-hours log maintained at the Police Services/Public Safety Division office.

Students, employees, and visitors to Southwest Tennessee Community College are encouraged to report any potentially unsafe building or equipment conditions to the Police Services/Public Safety Office. Police Services/Public Services/Public Safety personnel will, in turn, report such conditions to the Director of the Physical Plant.

Drug/Alcohol
It is the policy of Southwest Tennessee Community College that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and/or illicit drugs on the Southwest Tennessee Community College property is strictly prohibited. This include but is not limited to any off-campus site or at any college function. All employees and students are governed by applicable federal, state, and local laws related to the use or abuse of alcohol or drugs. Additionally, any violation of this policy will result in disciplinary action as set forth in the Southwest Tennessee Community College Student Disciplinary Rules, Employment Policies and Procedures.

Institutional Sanctions
Southwest Tennessee Community College will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy. (TBR 3.05.01.01-19)
Employees—As a condition of continued employment, all employees must abide by the terms of this policy and must notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than 48 hours after such conviction. A conviction includes a finding by state, local, or federal judicial body. Upon receiving notice that an employee is in violation, or that an employee has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action against the employee. Any employee who fails to report a conviction will be subject to disciplinary sanctions. All employees are responsible for notifying their immediate supervisor no later than the next business day if they have been charged, arrested, or indicted for any criminal (felony or misdemeanor) offense. Failure to do so will be considered insubordination and may result in disciplinary action up to and including termination. Disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Termination
2. Suspension
3. Mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
4. Recommended for Professional Counseling
5. Referral for prosecution
6. Letter of warning
7. Probation

Students—as a condition of continued enrollment, students must abide by the terms of this policy and must notify the Vice President for Student Affairs of any criminal drug statute conviction for a violation occurring on the Southwest Tennessee Community College campus or at college functions at off-campus locations no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state, local, or federal judicial body.

Upon receiving notice that a student is in violation of these procedures, or that said student has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action. Disciplinary sanction for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. Expulsion
2. Suspension
3. Mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
4. Recommendation to professional counseling
5. Referral for prosecution
6. Probation
7. Warning
8. Reprimand

Legal Sanctions
Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, including the type and amount of the controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the
controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to $100,000 if a supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

A. the distribution or possession at or near a school or college campus, or
B. distribution to persons under 21 years of age

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession or “personal use amount” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor. If there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C.A. 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (T.C.A. 39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred dollars ($2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both (T.C.A. 39-17-310).

**Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

Many health risks are associated with the use of illicit drugs and the abuse of alcohol, including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

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

Southwest Tennessee Community College has staff who are available to students and employees to discuss any drug and/or alcohol related referrals. 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 on the attached sheet or individuals may contact the agency directly.

**Agency Referrals**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>(901) 454-1414</td>
</tr>
<tr>
<td>Semmes Murphy Therapy Center</td>
<td>(901) 522-7700</td>
</tr>
<tr>
<td>Lakeside Hospital Crisis Care</td>
<td>(901) 377-4733</td>
</tr>
<tr>
<td>Cocaine Anonymous</td>
<td>(901) 725-5010</td>
</tr>
<tr>
<td>Delta Medical Behavioral Health</td>
<td>(901) 369-6021</td>
</tr>
<tr>
<td>Alcohol and Drug Outpatient Treatment Center</td>
<td>(855) 270-7615</td>
</tr>
<tr>
<td>Memphis Recovery Center</td>
<td>(901) 272-7751</td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>(901) 276-5483</td>
</tr>
</tbody>
</table>
Weapons
For safety purposes, weapons of any kind are strictly prohibited on campus. This includes, but is not restricted to, firearms, guns, ammunition, explosives, bow and arrows, tasers, and knives. Anyone possessing or using any of these weapons may and will be subject to disciplinary action and possible arrest, according to local, state or federal law. The only exclusion to this policy are full time employees, who are licensed handgun permit carriers, that are properly registered with Police Services/Public Safety to possess firearms on campus.

Timely Warnings
In the event that a significant emergency or dangerous situation occurring on the campus that involves an immediate, imminent, and/or impending threat to the health or safety of the campus community is confirmed, the Director of Police Services/Public Safety or her designee will confer with the institution President or designee. The Director of Police Services/Public Safety along with the Office of Communications, Marketing, and Community Relations will then, immediately, issue a campus wide notification. The notification format will consist of email, text, campus closed circuit television, Rave emergency alert system, social media outlets, and college web page. If information regarding the emergency needs to be disseminated outside the campus community, a representative from the office of Communications, Marketing, and Community Relations will coordinate and or disseminate that information. Timely warnings are issued for Clery act crimes that occur in our geographical area, however, timely warnings issuance is based on a case by case basis.

The appropriate college official(s) will verify the legitimacy of the existence of an emergency or dangerous situation by conferring with local law enforcement agencies, public health department if applicable, on site reports, and local news media outlet reports.

If an evacuation is required, the Police Services/Public Safety officers along with the Southwest Emergency Response Team (SERT) will coordinate the evacuation efforts. Evacuation maps are posted on each building floor, there are visible exit signs at emergency exits, and the evacuation maps for each campus or center location is also posted on the college’s webpage. For more details, a complete Emergency Evacuation Plan is available on our website.

The Police Services/Police Services/Public Safety/Police Services/Public Safety office along with the Southwest Emergency Response Team plans, coordinates, and conducts regularly scheduled campus wide emergency drills. The drills include but is not limited to, fire drills, severe weather drills, active shooter drills, etc. Some of the emergency drills are announced and some are not. The announced drills are communicated via campus wide email and/or texts. Some of the drills are announced via local news media outlets. All announced drills include safety instructions and a link to the emergency preparedness webpage. We continually train and prepare the campus community on to respond and where to go during an emergency.

Daily Crime Log
The Police Services/Public Safety Division maintains a daily crime log that lists all reported crimes. The log outlines the logistics of the crime (date, time, and location), the nature of the crime, and the
disposition of the crime. The log is kept in the Police Services/Public Safety office at each College campus and center and is made available to any employee or student that wishes to view it.

**Crime Statistics**
The Clery Coordinator, under the supervision of the Director of Police Services/Public Safety or his or her designee, compiles Southwest Tennessee Community College Police Services/Public Safety crime statistics. In addition to the crimes reported to the Police Services/Public Safety department, the Clery Coordinator solicits information from the Vice President of Student Affairs, the Office of Equity and Compliance, and local law enforcement agencies. Crime statistics in this report from off-campus venues and adjacent streets were compiled in collaboration with the Memphis Police Department, Shelby County Sheriff's Office, Millington Police Department, and the Somerville Police Department. Double counting of these crimes is avoided by an oversight process conducted by the Director of Police Services/Public Safety.

Employees and students alike are encouraged to report Clery Act crimes to the Police Services/Public Safety Office, the Office of Equity and Compliance, the Office of Student Development, or to a representative of the Behavioral Evaluation and Threat Assessment Team (BETA). Reports can be made confidentially in person, by phone, or by completing an online BETA form. If the report is submitted via online BETA form, it is disseminated to the entire BETA team, and is assigned to the appropriate authority for investigation.

Southwest Tennessee Community College is a mandatory reporting institution. However, Campus Safety Authorities report all Clery Act crimes directly to the Campus Police for reporting and possible investigations purposes.

**On Campus**
On campus crime statistics are compiled from incidents reported to or observed by officers of the Police Services/Public Safety Division of Southwest Tennessee Community College. Reported crimes committed on properties owned or controlled by the College within the same reasonably contiguous geographic area of the College are used to keep the campus community abreast of situations, events, or incidents that may affect them.

**Non-Campus**
Non-campus statistics are compiled from the incidents reported to or observed by officers of the Police Services/Police Services/Public Safety/Police Services/Public Safety Division of Southwest Tennessee Community College regarding crimes committed on properties owned or controlled by student organizations that are used in direct support of, or in relation to the College’s educational purposes, frequently used by students, and not within the same reasonably contiguous geographically area of the College.

**Public Property (Off Campus)**
Off campus crime statistics are compiled from incidents reported to local law enforcement agencies regarding crimes committed on all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the institution boundaries.
**Crime Definitions**

*Murder* — The willful (non-negligent) killing of a human being by another

*Manslaughter* — The killing of another person through gross negligence

**Sex Offenses (Force)** — Any sexual act against another person without the other person’s consent:
  (Includes attempts)
  a. Sexual intercourse with another person without the other person’s consent.
  b. Sodomy with another person without the other person’s consent.
  c. Oral copulation (vaginal, anal) with another person without the other person’s consent.
  d. Rape with a foreign object (vaginal, anal) of another person without the other person’s consent.
  e. Sexual battery is the touching of the intimate parts of another person for the purpose of sexual gratification, without the other person’s consent.

**Sex Offenses (No force)** — Any unlawful, but consensual sex act with another person. (Includes attempts)
  a. Incest—consensual sexual intercourse between persons who are related to one another within the degrees wherein marriage is prohibited.
  b. Unlawful sexual intercourse (statutory rape)—consensual intercourse with a person who is under the age of consent.

*Robbery* — The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

*Aggravated Assault* — An unlawful assault upon the person of another with a firearm, deadly weapon, object, or instrument by any means or use of force likely to produce great bodily harm. (Includes attempts, whether or not an injury occurred.)

*Simple Assault* — An unlawful assault upon the person of another where no weapon was used and which did not result in a serious or aggravated injury to the victim. (Includes attempts, whether or not an injury occurred.)

*Burglary* — The unlawful entry into a defined structure with the intent to commit a theft or any felony.

*Vehicle Theft* — The taking of a vehicle (as defined) without the consent of the owner with the intent to either permanently or temporarily deprive the owner of title or possession of the vehicle.

*Arson* — The willful and malicious setting of a fire to burn or who burns or causes to be burned or who aids, counsels, or procures the burning of any structure, forest land or property.

*Narcotics/Drug Offenses* — The unlawful possession, sale, use, transportation, cultivation, manufacturing, or maintaining an unlawful place of storage. (Does not include driving while under the influence, and/or being under the influence of narcotic/illegal drugs.)

*Alcohol Offenses* — The unlawful possession, sale, transportation, manufacturing, furnishing alcohol, and maintaining an unlawful drinking place. (Does not include public drunkenness or driving while under the influence.)
Weapon Offenses — With certain exceptions, the possession or control of any firearm, deadly weapon, illegal knife or explosive device, any fireworks, pellet or BB guns, switch blade knives, nunchakus, billy clubs or any other deadly weapon on property owned or controlled by the College.

Hate Crimes — A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

Campus SaVE Act Violence Against Women Definitions

Stalking — Stalking is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose. T.C.A. 39-17-315

Sexual Assault — The nonconsensual sexual contact with the accuser by the accused or the accused by the accuser when force or coercion is used to accomplish the act; the sexual contact is accomplished without consent of the accuser and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser’s, the accused’s, or any other person’s intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser’s, the accused’s, or any other person’s intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

Domestic Violence — Violence against a person when the accuser and accused are current or former spouses; live together or have lived together; are related by blood or adoption; are related or were formally related by marriage; or are adult or minor children of a person in a relationship described above. Violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means, placing the accuser in fear of physical harm, physical restraint, malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser or placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser. T.C.A. 36-3-601

Dating Violence — Violence against a person when the accuser and accused are dating or who have dated or who have or had a sexual relationship. “Dating” and “dated” do not include fraternization between two (2) individuals solely in a business or social context. Violence includes, but is not necessarily limited to, inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means, placing the accuser in fear of physical harm, physical restraint, malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser, or placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser. T.C.A. 36-3-601(5)(e)
Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Clery Act Reporting Requirements

Under the Clery Act, Southwest Tennessee Community College is required to publish crime statistics in a campus crime report for each campus location by October 1st, each year. It is required that the campus crime report is made available to the students, staff, and faculty of the College, prospective students and employees upon request. A prospective student is defined as an individual that has contacted an eligible institution requesting information about admission to the institution. A prospective employee is defined as an individual who has contacted an eligible institution requesting information concerning employment with that institution. The annual campus crime report must be distributed in one of two ways. By giving a copy directly to each individual or by direct mailing to each individual through E-mail, campus mail, U.S. postal service, or a combination of these methods. The annual campus crime report may be posted on the internet or intranet website as long as it is reasonably accessible to current students and employees, and prospective students and employees must be given information on how to access the crime report and the school must provide a paper copy of the report upon request. This request does not have to be made in writing and the institution may not charge for the copy of the report. The institution must provide a direct link to the annual campus crime report.

The annual crime report for Southwest Tennessee Community College may be accessed as follows:

By visiting the College’s web page at: http://www.southwest.tn.edu/police/cleryReport.pdf. The report can be located on the Police Services/Public Safety website: http://www.southwest.tn.edu/police/. Or, the report may be accessed directly at the Police Services/Public Safety office located at each Southwest Tennessee Community College campus or center. The College must report on the following offenses under the Clery Act requirements: murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arrests and referrals for disciplinary actions. The purpose is to provide a more accurate description of crimes committed on the properties owned or controlled by Southwest Tennessee Community College and since these offenses also directly affect the students, employees, and visitors to the College, the College has added simple assault, domestic assault, and theft from motor vehicle, theft/larceny, and arson offenses to the crime statistics in the crime report.

Dormitories or Residential Facilities

Southwest Tennessee Community College crime statistics are required to include statistics for Dormitories or Residential facilities on Southwest Tennessee Community College owned or controlled properties. There are no statistics in this report for dormitories or residential facilities because Southwest Tennessee Community College does not have any.

Non Campus Properties

Southwest Tennessee Community College Police Services/Police Services/Public Safety/Police Services/Public Safety Division solicits crime statistics from law enforcement agencies that have jurisdiction over the Institution’s Non-Campus Properties.
Emergency Response Procedures

Notifying the Campus Community of an Immediate Threat to Health or Safety:
The decision to notify the campus community is determined on a case by case basis. The initial recommendation is made by the Police Services/Public Safety Division. This recommendation is typically made to the institution’s President and/or Vice President of Financial and Administrative Services. The person responsible for sending the official notification to the campus community includes, but is not limited to, the Director of Police Services/Public Safety and the Executive Director of Communications, Marketing, and Community Relations. If the incident requires the larger community to be notified, information will be communicated via text [Rave-Alert], email, website, social media sites, the emergency notification system, and local news media outlets. If the situation warrants it, the local law enforcement agency is contacted to act in concert with the College’s Police Services/Public Safety Department. This joint collaboration of law enforcement officials will ensure that order is maintained, isolate buildings, and control situations so that the danger is contained. The Police Services/Public Safety Division will activate the Emergency Notification system by using the campus telephone system or dispatching officers by two-way radio.

Communicating the Confirmation of an Emergency:
Confirmation of emergencies is generally communicated to the larger community by way of the Public Emergency Broadcast System. The college Police Services/Public Safety Division confirms and communicates emergencies based on observations, news media, information received and investigated, and the weather service in cases of dangerous weather. Again, this information is communicated by way of text [Rave-Alert], email, website, media, as well as the Siren/Air horn announcement System located throughout the campuses. The information can be disseminated to the larger community by news media as well as local law enforcement authorities. Our emergency response and evacuation system is tested semi-annually using marked drills at various campus locations.

Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Tracy Hall</td>
<td>President of Southwest</td>
<td>901-333-4462</td>
<td>901-333-4737</td>
<td><a href="mailto:thall@southwest.tn.edu">thall@southwest.tn.edu</a></td>
</tr>
<tr>
<td>Anita Lockridge</td>
<td>Vice President of Financial and Administrative Services</td>
<td>901-333-4283 W</td>
<td><a href="mailto:knippert@southwest.tn.edu">knippert@southwest.tn.edu</a></td>
<td><a href="mailto:knippert@southwest.tn.edu">knippert@southwest.tn.edu</a></td>
</tr>
<tr>
<td>Dr. Christopher Ezell</td>
<td>Vice President of Academic Affairs</td>
<td>901-333-4363</td>
<td><a href="mailto:jfaulkner9@southwest.tn.edu">jfaulkner9@southwest.tn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Daphne Thomas</td>
<td>Executive Director of Communications, Marketing, and Community Relations</td>
<td>901-333-4560 or 333-4560</td>
<td><a href="mailto:lcurrin@southwest.tn.edu">lcurrin@southwest.tn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Karen Nippert</td>
<td>Vice President of Institutional Advancement</td>
<td>(901) 333-5722</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacqueline Faulkner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Police Services/Public Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monika Johnson</td>
<td>L. Angela Webb</td>
<td>901-333-4095</td>
<td><a href="mailto:cnorwood3@southwest.tn.edu">cnorwood3@southwest.tn.edu</a></td>
<td></td>
</tr>
<tr>
<td>Interim Director</td>
<td>Director of Police Services/Public Safety</td>
<td></td>
<td></td>
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<tr>
<td>901-333-5065</td>
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Note: Electronic addresses are provided for campus emergency contact information.
# Macon Cove Campus

### 2016 Criminal Offenses

<table>
<thead>
<tr>
<th>Criminal Homicide</th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
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<table>
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<tbody>
<tr>
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<tr>
<td>Non Forcible</td>
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<table>
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<tr>
<th>Other Offenses</th>
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<tbody>
<tr>
<td>Robbery</td>
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<tr>
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<tr>
<td>Simple Assault</td>
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<tr>
<td>Domestic Assault - See VAWA Chart</td>
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<tr>
<td>Burglary</td>
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<td>Theft / Larceny</td>
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### 2015 Criminal Offenses

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</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
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<table>
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<tr>
<th>Other Offenses</th>
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<tr>
<td>Robbery</td>
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<td>Domestic Assault - See VAWA Chart</td>
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### Macon Cove Campus

#### 2014 Criminal Offenses

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<th>Non Campus</th>
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<tbody>
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<td><strong>Criminal Homicide</strong></td>
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#### 2016 Arrests and Judicial Referrals

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<th>Non Campus</th>
<th>Public Property</th>
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<tr>
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<tr>
<td>Drug Law Violations</td>
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<tr>
<td>Drug Law Violations</td>
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### Macon Cove Campus

#### 2014 Arrests and Judicial Referrals

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#### Macon Cove Campus VAWA Crimes - 2016

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*There were no reported Hate Crimes for 2014, 2015, or 2016 for the Macon Cove Campus.*
### Annual Security Report 2017 — Clery Reporting Information

#### Union Avenue Campus

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## Union Avenue Campus

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### 2016 Arrests and Judicial Referrals

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## Union Avenue Campus

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There were no reported Hate Crimes for 2014, 2015, or 2016 for the Union Avenue Campus.
### Annual Security Report 2017 — Clery Reporting Information

#### Maxine A. Smith Center

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<tr>
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<tr>
<td>Theft / Larceny</td>
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### Maxine A. Smith Center

#### 2014 Criminal Offenses

<table>
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<tr>
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<th>Non Campus</th>
<th>Public Property</th>
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<tbody>
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#### Sex Offenses

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#### Other Offenses

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### Maxine A. Smith Center

#### 2016 Arrests and Judicial Referrals

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<th>Non Campus</th>
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<td>Drug Law Violations</td>
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<tr>
<td>Illegal Weapons Possession</td>
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### Maxine A. Smith Center

#### 2015 Arrests and Judicial Referrals

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<th>Non Campus</th>
<th>Public Property</th>
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<tr>
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<td>0</td>
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<tr>
<td>Drug Law Violations</td>
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<tr>
<td>Drug Law Violations</td>
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Maxine A. Smith Center

<table>
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<tr>
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<tr>
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<tr>
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Maxine A. Smith Center VAWA Crimes - 2016

<table>
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<tbody>
<tr>
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<td>Simple Assault</td>
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</tr>
<tr>
<td>Sexual Assault</td>
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</tr>
<tr>
<td>Stalking</td>
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<tr>
<td>Dating Violence</td>
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Maxine A. Smith Center VAWA Crimes - 2015

<table>
<thead>
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<th>Domestic Violence</th>
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<th>Non Campus</th>
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<tr>
<td>Dating Violence</td>
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Maxine A. Smith Center VAWA Crimes - 2014

<table>
<thead>
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<th>Non Campus</th>
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<tr>
<td>Aggravated Assault</td>
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There were no reported Hate Crimes for 2014, 2015, or 2016 for the Maxine A. Smith Center.
### Whitehaven Center

#### 2016 Criminal Offenses

<table>
<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
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<tbody>
<tr>
<td><strong>Criminal Homicide</strong></td>
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</tr>
<tr>
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<tr>
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<tr>
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#### 2015 Criminal Offenses

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### Whitehaven Center

#### 2014 Criminal Offenses

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#### 2016 Arrests and Judicial Referrals

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#### 2015 Arrests and Judicial Referrals

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### Whitehaven Center

#### 2014 Arrests and Judicial Referrals

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#### Whitehaven Center VAWA Crimes - 2016

<table>
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#### Whitehaven Center VAWA Crimes - 2015

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There were no reported Hate Crimes for 2014, 2015, or 2016 for the Whitehaven Center.
### Gill Center

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#### 2016 Arrests and Judicial Referrals

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There were no reported Hate Crimes for 2014, 2015, or 2016 for the Gill Center
### Millington Center

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#### 2016 Arrests and Judicial Referrals

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Millington Center

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**Millington Center VAWA Crimes - 2016**

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There were no reported Hate Crimes for 2014, 2015, or 2016 for the Millington Site
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Fayette Site (Non-Campus Building/Property) VAWA Crimes – 2016

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<th>On Campus</th>
<th>Non Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no reported Hate Crimes for 2014, 2015, or 2016 for the Fayette Site.

In addition to the statistics in this report, you may find campus crime statistics, Hate crime statistics, and crime in Tennessee statistics on the Tennessee Bureau of Investigation (TBI) Web site at: http://www.tbi.state.tn.us/divisions/isd_csuSac.htm

Conclusion:
The Police Services/Public Safety Division is committed to working with the Southwest Tennessee Community College community to resolve all matters reported to us in a timely fashion. The members of the Police Services/Public Safety Division are aware that continuing to build a cohesive understanding and garner mutual trust with the faculty, staff, and students of Southwest Tennessee Community College will enhance our crime prevention efforts. By working together, the Police Services/Public Safety Division along with the College community can create a safe and secure environment for all.
Drug/Alcohol Prevention Program
2017

Revived 9/29/17

Police Services Division
www.southwest.tn.edu/police/
**Drug/Alcohol Prevention Program**

It is the policy of Southwest Tennessee Community College that the unlawful manufacture, distribution, possession, use, or abuse of alcohol and/or illicit drugs on the Southwest Tennessee Community College property is strictly prohibited. This includes, but is not limited to, any off-campus site or at any college function. All employees and students are governed by applicable federal, state, and local laws related to the use or abuse of alcohol or drugs. Additionally, any violation of this policy will result in disciplinary action as set forth in the Southwest Tennessee Community College Student Disciplinary Rules, Employment Policies and Procedures.

**Institutional Sanctions**
Southwest Tennessee Community College will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy. (TBR 3:05:01:01-19)

**Institutional Sanctions**
Southwest Tennessee Community College will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

Employees—As a condition of continued employment, all employees must abide by the terms of this policy and must notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than 48 hours after such conviction. A conviction includes a finding by state, local, or federal judicial body. Upon receiving notice that an employee is in violation, or that an employee has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action against the employee. Any employee who fails to report a conviction will be subject to disciplinary sanctions. All employees are responsible for notifying their immediate supervisor no later than the next business day if they have been charged, arrested, or indicted for any criminal (felony or misdemeanor) offense. Failure to do so will be considered insubordination and may result in disciplinary action up to and including termination. Disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

8. Termination
9. Suspension
10. Mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
11. Recommended for Professional Counseling
12. Referral for prosecution
13. Letter of warning
14. Probation

Students—as a condition of continued enrollment, students must abide by the terms of this policy and must notify the Vice President for Student Affairs of any criminal drug statute conviction for a violation occurring on the Southwest Tennessee Community College campus or at college functions at off-campus locations no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state, local, or federal judicial body.

Upon receiving notice that a student is in violation of these procedures, or that said student has been convicted of a violation of a criminal drug statute or alcohol abuse occurring on campus or as a part of College activities, the College will take appropriate disciplinary action. Disciplinary sanction for failure
to comply with this policy, including failure to notify of conviction, may include one or more of the following:

9. Expulsion
10. Suspension
11. Mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
12. Recommendation to professional counseling
13. Referral for prosecution
14. Probation
15. Warning
16. Reprimand

Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, including the type and amount of the controlled substance, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include, but are not limited to, imprisonment for any period of time up to a term of life imprisonment, a fine of up to $100,000, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

C. the distribution or possession at or near a school or college campus, or
D. distribution to persons under 21 years of age

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession or “personal use amount” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor. If there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C.A. 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (T.C.A. 39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred dollars ($2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both (T.C.A. 39-17-310).

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Many health risks are associated with the use of illicit drugs and the abuse of alcohol, including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome.
Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

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

Southwest Tennessee Community College has staff that is available to students and employees to discuss any drug and/or alcohol related issue. Information concerning specific programs and activities may be obtained by referring to the Alcohol and Drug Abuse Prevention program. Referrals may be made to the agencies listed below or individuals may contact the agency directly. The College also conducts workshops annually to increase the awareness of the dangers of impairment involving the use of alcohol or drugs while operating a vehicle. DUI simulators, special effect goggles, as well as educational literature are used in our workshops.

Southwest Tennessee Community College Mental Health Counselor  
Julia Rhea

**Agency Referrals**

- Alcoholics Anonymous .................................................. (901) 454-1414  
- Semmes Murphy Therapy Center ......................................... (901) 522-7700  
- Lakeside Hospital Crisis Care ........................................... (901) 377-4733  
- Cocaine Anonymous .................................................... (901) 725-5010  
- Delta Medical Behavioral Health ....................................... (901) 369-6021  
- Alcohol and Drug Outpatient Treatment Center .................... (855) 270-7615  
- Memphis Recovery Center .............................................. (901) 272-7751  
- Narcotics Anonymous .................................................... (901) 276-5483  
- Alliance Health ........................................................... (901) 369-1400  
- St. Francis Hospital Behavioral Unit .................................. (901) 765-1400  
- Teen Challenge ............................................................ (901) 272-2308  
- Employee Assistance Program/ Employees Benefits ................ (800) 253-9981  
- Employee Assistance Program – Behavioral Health Benefits ........ (855) 437-3486  
- VA Medical Center Alcohol & Drug Center ........................... (901) 523-8990  
- Shelby County Rape Crisis Center .................................(901) 222-4350

**Weapons**

For safety purposes, weapons of any kind are strictly prohibited on campus. This includes, but is not restricted, to firearms, guns, ammunition, explosives, bow and arrows, Tasers, and knives. Anyone possessing or using any of these weapons may and will be subject to disciplinary action and possible arrest, according to local, state or federal law. The only exclusion to this policy are full time employees, who are licensed handgun permit carriers, that are properly registered with Police Services/Public Safety to possess firearms on campus.

**Timely Warnings**

In the event that a significant emergency or dangerous situation occurring on the campus that involves an immediate, imminent, and/or impending threat to the health or safety of the campus community is confirmed, the Director of Police Services/Public Safety or her designee will confer with the institution President or designee. The Director of Police Services/Public Safety along with the Office of Communications, Marketing, and Community Relations will then, immediately, issue a campus wide
notification. The notification format will consist of email, text, campus closed circuit television, Rave emergency alert system, social media outlets, and college web page. If information regarding the emergency needs to be disseminated outside the campus community, a representative from the office of Communications, Marketing, and Community Relations will coordinate and or disseminate that information. Timely warnings are issued for Clery act crimes that occur in our geographical area, however, timely warnings issuance is based on a case by case basis.

The appropriate college official(s) will verify the legitimacy of the existence of an emergency or dangerous situation by conferring with local law enforcement agencies, public health department if applicable, on site reports, and local news media outlet reports.

If an evacuation is required, the Police Services/Public Safety officers along with the Southwest Emergency Response Team (SERT) will coordinate the evacuation efforts. Evacuation maps are posted on each building floor, there are visible exit signs at emergency exits, and the evacuation maps for each campus or center location is also posted on the college’s webpage. For more details, a complete **Emergency Evacuation Plan** is available on our website.