



**TENNESSEE  
STATE UNIVERSITY**

**POLICE DEPARTMENT  
NASHVILLE, TENNESSEE**

**ANNUAL CAMPUS SECURITY,  
CRIME AWARENESS,  
AND  
FIRE REPORT**

**2015**



September 11, 2015

Dear Tennessee State University Employees, Students and Visitors:

The Tennessee State University Police Department (TSUPD), in collaboration with several university-based law enforcement departments and allied governmental agencies, has developed a very proactive and comprehensive crime prevention initiative. The report that follows highlights components of the University's crime prevention strategies and also reports on crime statistics as required by federal legislation known as the Clery Act.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the TSUPD is responsible for compiling and reporting specified crime statistics and certain referral information to the United States Department of Education and the Tennessee Bureau of Investigation (TBI).

The TSU 2015 Annual Security Report was written with data collected by the TSUPD, reviewed by the TSU Office of University Counsel, and approved by the Vice President for Student Affairs. The report is made available to the campus community thus providing important information that can assist in fostering a safe campus. Also presented in the report are the following TSU documents:

- Policy Statement on Substance Abuse for Faculty, Staff, and Students;
- Policy Statement on Procedures for Reporting Sexual Harassment;
- Policy Statement on Procedures for Reporting Racial, Ethnic, or Religious Harassment/Discrimination;
- Policy Statement on Sexual Assault

Please review the entire report. Vital components in the fight against crime are awareness about environmental factors that may lend support to a crime's occurrence, and education about the types of crimes typically reported to the TSUPD. With this knowledge everyone can help to strengthen campus safety.

Sincerely,

Anthony R. Carter  
Interim Chief of Police



# Tennessee State University

## Annual Campus Security Report

### 2015

This report is written annually to comply with the Federal [Jeanne Clery Disclosure](#) of Campus Security Policy and Campus Crime Statistics Act”, formerly known as the “Students’ Right to Know and Campus Security Act”.

Safety on the University campus is a natural source of concern for parents, students and University employees. Education– the business of Tennessee State University (TSU) can take place only in an environment in which students, faculty and employees feel safe and secure. TSU recognizes this and employs a number of security measures to protect its community.

Although the campus has a small-town feel and neighborly attitude, and is perceived to have a relatively low crime rate, crime prevention remains a high priority. TSU does its part to ensure the safety of its students, visitors and employees. A professionally trained and supervised police department, the faculty, staff, and students all share in the responsibility of making the TSU campus a safe place to study, work and live.

#### **MISSION STATEMENT**

The mission of the Tennessee State University Police Department is to provide a safe and secure educational environment through collaborative interaction with students, faculty and staff recognizing the multicultural and diverse university community.

#### **VALUE STATEMENTS**

Value Statement One: The Public and the Tennessee State University (TSU) Community will insist on more accountability in police performance and professionalism, raising the level of service provided by the police department.

Value Statement Two: The multi-cultural population at Tennessee State University is changing and increasing every year, challenging the police department for a more diversified workforce, specialized services, and proficient deployment of the department’s resources.

Value Statement Three: As Davidson County and the surrounding counties become more closely connected as one community, criminal mobility increases, threatening the safety of our campus, which increases our challenge for better police service.

Value Statement Four: As technological and methodological advances are made, the Tennessee State University Police Department must enhance its

training and exposure to stay abreast of the new advances in the area of general police services, safety, and security. The new and enhanced trends will allow for better and efficient ways of combating crime on campus as well the surrounding areas.

**A. PROCEDURES AND RESPONSIBILITY FOR PREPARING THE ANNUAL REPORT TO COMPLY WITH [THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT.](#)**

The Chief of Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report's full text is available on the TSU Web site at: <http://www.tnstate.edu/police/>

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus, residential managers, University Counsel, deans of each school and the judicial officers. Annually, the Vice President for Student Affairs or his/her designee sends a letter to all non-security/police "Campus Security Authorities" informing them of their responsibility to report crimes to the Tennessee State University Police Department (TSUPD) and/or the local police and asking for information on any crimes not reported.

Campus crime, arrest and referral statistics include those reported to the TSUPD and designated campus officials including but not limited to directors, deans, department heads, legal counsel, advisors to students or student organizations and local law enforcement agencies. This report is reviewed and edited by the Vice President for Student Affairs (3500 John A Merritt Blvd., Nashville, TN 37209-1581, phone 615-963-7401). The Chief of Police reviews all crimes reported by non-security/police campus security authorities to minimize double counting of incidents.

Tennessee State University will submit the Annual Campus Security Report to the U.S. Secretary of Education using a web-based instrument designed to collect campus crime data. The Annual Campus Security Report will be submitted during the August 30 to October 14, 2015 collection period. Crime data from all colleges and universities will be submitted to the general public at <http://ope.ed.gov/security>.

Students, faculty and staff members receive an e-mail notification that the full 2015 Annual Report can be accessed on the TSU Web site ([www.tnstate.edu](http://www.tnstate.edu)) or obtained from the TSUPD Office. Additionally, a copy is available for reviewing at all Security Posts on campus. This report will be available on the University Web site ([www.tnstate.edu](http://www.tnstate.edu)) for up to seven years.

Further questions about this report may be directed to the Chief of Police or the Vice President for Student Affairs.



## **B. POLICY ON REPORTING CRIME: YOUR ROLE IN SAFETY ON CAMPUS**

You can help keep the Tennessee State University (TSU) campus a safe place for everyone by promptly reporting crimes or suspicious circumstances. If you witness a crime, it is your responsibility to report the crime to the TSUPD. All TSU students and employees are required to report incidents of theft, misuse, or abuse of TSU property promptly to the TSUPD.

The TSUPD Office is located in the Queen Washington Building where a police dispatcher is available/on-duty 24-hours a day and can be reached at 615-963-5171. You may also report crimes/criminal offenses to police and security officers in patrol vehicles, on foot or by calling 615-963-5171. Additionally, you may report crimes/criminal offenses to "Campus Security Authorities" (Deans, Associate Deans, Assistant Deans, Vice President of Student Affairs, Director of Residence Life, Chief of Police). It is Tennessee State University's policy to investigate every report and if technical expertise or additional investigative help is needed, the Metropolitan Nashville Police (MNP) or the Tennessee Bureau of Investigations (TBI) may be called to assist.

If a crime occurs off-campus, the Metropolitan Nashville Police Department is likely to be the primary investigative agency with TSU investigators providing support, if requested. TSU Police/Security Officers do not provide security service to off-campus property, including recognized fraternity and sorority organizations, nor are activities off-campus recognized by TSU authority. From an off-campus phone you may reach the Metropolitan Nashville Police Department (MNP) in an emergency by dialing 911. From on-campus phones and for off-campus non-emergencies you may reach the MNP by dialing 615-862-8600.

Persons who are victimized while on the premises of the Avon Williams Campus (located at 330 Tenth Avenue N.) must report to the TSUPD, so accurate accounting of crime(s) may be compiled.

If you are the victim of a crime and do not want to pursue action within the university system or criminal justice system, you may still want to consider filing a confidential report. A suggested approach for confidentiality would be to make contact with your clergy, or the campus Chaplain/Director of Counseling Services at 963- 5637, or one of the Campus Security Authorities (Deans, Associate Deans, Assistant Deans, VP-Administration, Director of Student Services, Manager of Student Housing Facilities, Chief of Police or a Police/Security Officer).

### **FOR MORE INFORMATION CALL:**

- TSUPD - 615-963-5171
- Metropolitan Nashville Police Department
  - Non-Emergency 615-862-8600
  - Emergency 911

## C. LAW ENFORCEMENT AUTHORITY

TSU Campus Police and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the TSU Campus.

In the State of Tennessee, a full-time law enforcement officer is defined as a person commissioned, sworn, appointed, and or otherwise lawfully enjoined to uphold the laws of the State of Tennessee; and who is employed by any municipality or political subdivision of the State of Tennessee and whose primary responsibility is ( whether directly or as an experienced, certified, supervisor/administrator of such persons), the prevention of crime, and the apprehension of offenders, and specifically assigned duties and /or job description reflect said primary responsibility for the prevention and detection of crime.

***TSUPD Police Officers are full-time law enforcement officers and possess full law enforcement authority and arrest powers.***

TSU Security Officers have the authority to enforce safety and security related University policies to include the enforcement of campus parking rules. The TSUPD has a combination of armed and unarmed officers providing security at assigned security posts and assistance to campus and local police in enforcing laws on campus. All security officers are certified by the State of Tennessee Department of Commerce and Insurance and must be re-certified every two years.

Other agencies with enforcement jurisdiction on campus include the Metropolitan Nashville Police Department, the Tennessee Highway Patrol (THP), the Tennessee Bureau of Investigation, and the Tennessee Alcohol Law Enforcement Agency. The TSUPD enjoys a healthy working relationship with local law enforcement agencies as they continue to provide valuable assistance to the University.

For faculty, staff and students living off-campus and off-campus student organizations, the Metropolitan Nashville Police Department (MNP) is the primary provider of law-enforcement services. The TSUPD provides on-campus assistance to the Metropolitan Police Department, when requested.

All crimes reported to TSUPD receive a preliminary investigation by the TSUPD. Where a suspect(s) can be identified, TSUPD officers preserve evidence and establish probable cause to prosecute the offender(s) in state or city court. With certain misdemeanor offenses, the offender(s) may be referred to the Dean of Students/Chief Judicial Officer for corrective action and/or referred to the local District Attorney for criminal prosecution. All felonies are investigated initially by the Tennessee State University Police Department to determine if a crime has been committed and to gather basic facts prior to notifying the local District Attorney's Office. The police investigator(s) will prepare a presentation to the local District Attorney's Office for prosecution, in cooperation with the University. The local District Attorney decides whether criminal charges will be prosecuted and will conduct the prosecution that follows. The decision to prosecute in a court of law does not exclude the possibility that disciplinary action may be initiated by TSU.



## **D. POLICIES ON LOCKS AND LIGHTING**

TSU Police and Security Officers lock with a key or cause the Electronic Locking System (Proximity Card Readers) to lock administrative and academic buildings 24 hours a day or are timed to allow access during normal working hours. All buildings are closed on holidays unless prior arrangements have been made with the Campus Police. Campus buildings will reopen the next work day as scheduled by the system or with a key.

Residence halls are locked twenty-four hours a day, 7 days a week. Resident students access their buildings using their Proximity/Identification Reader and may enter at will. All residence hall visitors and guests must be escorted at all times. Residents are reminded that security is breached if doors to residence halls are propped open.

TSUPD Officers periodically check exterior doors to campus buildings as well as routinely patrol inside academic buildings. Generally, students, faculty and staff members should not remain in academic or administrative buildings during “closed” hours, unless prior arrangements have been made with the TSUPD.

TSU’s Department of Facility Management is responsible for providing maintenance updates to the campus. Facility Management personnel identify and trim trees and shrubbery that may interfere with lighting. In planting and maintaining shrubbery around buildings and near thoroughfares, ground crews try to preserve lines-of-sight for pedestrians and vehicular traffic. All campus community members are asked to report inoperable lights or hazardous conditions to the TSUPD or to Department of Facility Management.

## **E. POLICY ON NOTIFICATION OF PUBLIC DANGER (TIMELY WARNINGS)**

### **Mass Notification System**

The Mass Notification System used at the University broadcasts immediate e-mail to all users, and a text message to those who have chosen to participate in the program. The University will, without delay, immediately notify the campus community, by sending a timely warning, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by email, as needed.

### **Policy Statement for Mass Notification**

*Mass Notification System for Emergency Alerts (Regroup Notification System)*

**Reason for Policy** - Establishes the guidelines by which the Regroup system and emails will be used for distribution of emergency/timely warning alerts to students, faculty, and staff that would be affected directly by a critical incident which poses an imminent threat to their health or safety given their presence on the University grounds and/or its surrounding areas.

**Policy Statement**— Tennessee State University maintains an email and voice messaging service which enables University administrators to create voice and email messages for  
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emergency/timely warning alerts to members of the University community and send them to a list of subscribed cell phone or other wireless device users, as well as email accounts. Voice and email message emergency alerts are one element of University's comprehensive emergency response protocol that provides for rapid notification to students, faculty, and staff about situations or events that are occurring on campus and its surrounding areas. The service is designed for those conducting regular TSU related business in the immediate area. The emergency messaging service, with which TSU has contracted, requires users to opt-in to the service by subscribing their cell phone or wireless device number and e-mail address.

*Definition of Terms in Statement:*

**Emergency Alerts/Timely Warnings** - Notifications regarding critical incidents that pose an imminent threat to the health or safety of the TSU community. Examples of such emergency incidents include, but are not limited to severe weather, hazardous materials incidents, and acts of criminal violence that broadly threaten the safety of the TSU community.

**Email and Text Messages**—Brief, direct text notifications received on a cellular phone or similar text-communication handheld device, and emails sent to the individual's account and other email account.

*Creation and Distribution of Emergency Messages*

There are designees from the following University offices who have the authority to approve and disseminate emergency messages:

1. Office of the President
2. Vice President for Student Affairs
3. Executive Director of Emergency Management and Support Services
4. Office of the University Counsel
5. Chief of Campus Police

Once approved, emergency messages will be distributed by a trained system administrator to subscribers of the messaging service prior to adoption.

Creation of Message templates ("standard messages") will be reviewed with the Office of Marketing and Communications.

*Follow-Up after a Regroup Message is sent:*

**Notifications** —Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rationale for activating Regroup. The purpose of this communication is to ensure that all five offices are sharing consistent information and are not sending duplicate messages. The Emergency Response Team (ERT) will subsequently coordinate with the appropriate institutional departments, in accordance with the TSU Emergency Preparedness Plan, to communicate additional information to the University community related to the critical incident using other communication modes (e.g., e-mail, web posting, etc).

**Archiving Regroup Messages**— The Tennessee State University Police Department (TSUPD) will maintain a log of all situations warranting a mass notification/timely warning and will maintain copies of the official notices for up to seven years. Timely Warnings will be given whenever one or more of the mandatory reporting incidents occur: Murder, Sex



Offense, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Manslaughter or Arson, as well as any significant act of nature emergency.

### *Renewal and Maintenance*

The Office of Information Technology designee will publish and announce that the data base for the Student and Employee group will be reviewed and updated on an annual basis prior to the fall incoming students. A sustained marketing effort of this communication tool will be made for all students, faculty, and staff throughout the year using existing web technology (portal) and traditional media (emails, postings). The Regroup Notification System will be tested once per month to evaluate overall system capability and effectiveness.

### *Procedures*

Detailed emergency procedures on critical incident notification can be found in the emergency preparedness plan, which can be found at:

<http://www.tnstate.edu/police/TSU%20Emergency%20Response%20Manual.pdf>

## **F. THE DAILY CRIME LOG**

The Daily Crime Log is published to provide the TSU community with information on security-related incidents that occur on campus or on surrounding off-campus property in a timely manner. A [Daily Crime Log](#) will be available to the public at four locations on campus: the administrative office of the Tennessee State University Police Department. The Daily Crime Log will be updated within two business days of the last reported crime to the TSUPD. However, if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual(s), cause a suspect to flee or evade detection or result in the destruction of evidence, such information may be delayed until that damage is no longer likely to occur from the release of such information.

## **G. TENNESSEE SEX OFFENDER AND PUBLIC PROTECTION REGISTRY**

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 were established in T.C.A. 40-39-201 et. seq. and became effective August 1, 2004. All persons who meet the definition of sexual offender or violent sexual offender and live, work or attend school in Tennessee must register with the appropriate registering agencies as defined by law. In Davidson County, sex offenders are required to register with the Metropolitan Nashville Police Department. Tennessee Code Annotated section 40-39-206 makes some Tennessee Sexual Offender Registry information about sex offenders who committed certain enumerated offenses on or after July 1, 1997, public record, and requires that the Tennessee Bureau of Investigation (TBI) post the information on the TBI's internet home page. Information concerning these offenders can be found on this web site or by calling 1-888-837-4170 from 8 a.m.-4:30 p.m., Monday-Friday, excluding holidays.

The names of sexual offenders who committed sexual offenses before July 1, 1997, are confidential, and subject to release only if the specific sex offender is deemed to pose a threat to the community. It is the policy of the TBI that local law enforcement is best suited to make the determination as to who

poses a threat in their community. Therefore, for the names of offenders on the Sexual Offender Registry prior to July 1, 1997, you should contact your local law enforcement agency; in Nashville, you should contact the MPD.

The registry may be viewed locally at the TBI, the MPD or accessed directly on-line at:

<https://www.tn.gov/tbi/topic/sex-offender-registry-search>

## **H. CRIME, ARREST, AND VIOLATION STATISTICS**

The Tennessee State University Police Department records statistics of on-campus reported crimes, according to the methods, standards and definitions provided by the Uniform Crime Reporting System of the Federal Bureau of Investigation. Tennessee State University has filed statistics with this system since 1978. The TSU Student Disciplinary Committee records statistics on disciplinary actions and judicial referrals. The Vice President for Administration conducts an annual survey and maintains statistics of crimes not reported to police, but reported by non-police/campus security authorities.

To the extent that reports can be obtained from local law enforcement agencies, college crime statistics recorded since October 2004, include incidents that occurred at off-campus locations occupied by registered students/organizations or on University-owned property that is not part of the main campus.

## **I. DEFINITIONS**

For the use of this report

**“Campus”** is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

**“Public”** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**“Residence”** is defined as an on-campus residence hall and is a subset of “Campus” total.

**“Non-Campus”** is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.



**“Hate Crimes”** are incidents in which prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of a Group-A crime. Hate Crimes are a subset of the total of all other columns and are those which met the FBI definition of hate crimes.

## Explanation of Reported Crimes

### Criminal Homicide

**1) Manslaughter by Negligence** —The killing of another person through gross negligence.

**2) Murder and Non-negligent Manslaughter** —The willful (non-negligent) killing of one human being by another.

**3) Sex Offenses, Forcible** —Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**a. Forcible Rape** —The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**b. Forcible Sodomy** —Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**c. Sexual Assault With An Object**—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**d. Forcible Fondling** —The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**4) Sex Offenses, Non-forcible** — Unlawful, non-forcible sexual intercourse.

**a. Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**b. Statutory Rape** —Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**5) Burglary**—The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**6) Robbery** —The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**7) Aggravated Assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

**8) Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

**9) Arson** —Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**10) Hate Crimes** —Crimes that manifest evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

**11) Larceny** —The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another

**12) Simple Assault**—An unlawful physical attack by one person upon another where neither offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**13) Intimidation** —To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack

**14) Vandalism** —To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**15) Liquor Law Violations** —The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or



public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**16) Drug Abuse Violations** —Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**17) Weapon Law Violations** —The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**18) Domestic Violence Law Violation-** means committing violence against a victim as defined below:

"**Domestic violence victim**" means any person who falls within the following categories:

(A) Adults or minors who are current or former spouses;

(B) Adults or minors who live together or who have lived together;

(C) Adults or minors who are dating or who have dated or who have or had a sexual relationship. As used herein, "dating" and "dated" do not include fraternization between two (2) individuals in a business or social context;

(D) Adults or minors related by blood or adoption;

(E) Adults or minors who are related or were formerly related by marriage; or

(F) Adult or minor children of a person in a relationship that is described in subdivisions (A) - (E).

**19) Dating Violence Law Violation-** means committing violence against a victim as defined below:

Adults or minors who are dating or who have dated or who have or had a sexual relationship. As used herein, "dating" and "dated" do not include fraternization between two (2) individuals in a business or social context;

In Tennessee, dating violence is prohibited by the Domestic Violence Law.

**20) Stalking** – Stalking means 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 victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested;

**Tennessee State University Crime Statistics in Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

| Classification of Offenses                 | 2012 | 2013 | 2014 |
|--|------|------|------|
| <b>CRIMINAL: ON_CAMPUS</b>                 |      |      |      |
| a. Murder/Non-negligent Manslaughter       | 0    | 0    | 0    |
| b. Negligent Manslaughter                  | 0    | 0    | 0    |
| c. Sex Offenses - Forcible                 | 1    | 3    | 2    |
| d. Sex Offenses – Non-Forcible             | 0    | 0    | 0    |
| e. Robbery                                 | 5    | 12   | 12   |
| f. Aggravated Assault                      | 2    | 2    | 10   |
| g. Burglary                                | 16   | 36   | 18   |
| h. Motor Vehicle Theft                     | 1    | 2    | 1    |
| i. Arson                                   | 0    | 0    | 0    |
| Domestic Violence (VAWA)                   | N/A  | N/A  | 0    |
| Dating Violence (VAWA)                     | N/A  | N/A  | 0    |
| Stalking (VAWA)                            | N/A  | N/A  | 0    |
| <b>CRIMINAL: ON CAMPUS RESIDENCE HALLS</b> |      |      |      |
| a. Murder/Non-negligent Manslaughter       | 0    | 0    | 0    |
| b. Negligent Manslaughter                  | 0    | 0    | 0    |
| c. Sex Offenses - Forcible                 | 0    | 0    | 0    |
| d. Sex Offenses – Non-Forcible             | 0    | 0    | 0    |
| e. Robbery                                 | 2    | 9    | 6    |
| f. Aggravated Assault                      | 2    | 0    | 7    |
| g. Burglary                                | 6    | 18   | 14   |
| h. Motor Vehicle Theft                     | 0    | 0    | 0    |
| i. Arson                                   | 0    | 0    | 0    |
| Domestic Violence (VAWA)                   | N/A  | N/A  | 0    |
| Dating Violence (VAWA)                     | N/A  | N/A  | 0    |
| Stalking (VAWA)                            | N/A  | N/A  | 0    |
| <b>CRIMINAL: NON- CAMPUS</b>               |      |      |      |
| a. Murder/Non-negligent Manslaughter       | 0    | 0    | 0    |
| b. Negligent Manslaughter                  | 0    | 0    | 0    |
| c. Sex Offenses - Forcible                 | 0    | 0    | 0    |
| d. Sex Offenses – Non-Forcible             | 0    | 0    | 0    |
| e. Robbery                                 | 0    | 0    | 0    |
| f. Aggravated Assault                      | 0    | 0    | 0    |
| g. Burglary                                | 0    | 0    | 0    |
| h. Motor Vehicle Theft                     | 0    | 0    | 0    |
| i. Arson                                   | 0    | 0    | 0    |
| Domestic Violence (VAWA)                   | N/A  | N/A  | 0    |
| Dating Violence (VAWA)                     | N/A  | N/A  | 0    |
| Stalking (VAWA)                            | N/A  | N/A  | 0    |



**Tennessee State University Crime Statistics in Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

| Classification of Offenses               | 2012 | 2013 | 2014 |
|--|------|------|------|
| <b>CRIMINAL: PUBLIC PROPERTY</b>         |      |      |      |
| a. Murder/Non-negligent Manslaughter     | 0    | 0    | 0    |
| b. Negligent Manslaughter                | 0    | 0    | 0    |
| c. Sex Offenses - Forcible               | 0    | 1    | 0    |
| d. Sex Offenses – Non-Forcible           | 0    | 0    | 0    |
| e. Robbery                               | 0    | 0    | 0    |
| f. Aggravated Assault                    | 0    | 0    | 0    |
| g. Burglary                              | 0    | 0    | 0    |
| h. Motor Vehicle Theft                   | 0    | 0    | 0    |
| i. Arson                                 | 0    | 0    | 0    |
| Domestic Violence (VAWA)                 | N/A  | N/A  | 0    |
| Dating Violence (VAWA)                   | N/A  | N/A  | 0    |
| Stalking (VAWA)                          | N/A  | N/A  | 0    |
| <b>HATE: ON - CAMPUS</b>                 |      |      |      |
| a. Murder/Non-negligent Manslaughter     | 0    | 0    | 0    |
| b. Negligent Manslaughter                | 0    | 0    | 0    |
| c. Sex Offenses - Forcible               | 0    | 0    | 0    |
| d. Sex Offenses – Non-Forcible           | 0    | 0    | 0    |
| e. Robbery                               | 0    | 0    | 0    |
| f. Aggravated Assault                    | 0    | 0    | 0    |
| g. Burglary                              | 0    | 0    | 0    |
| h. Motor Vehicle Theft                   | 0    | 0    | 0    |
| i. Arson                                 | 0    | 0    | 0    |
| j. Simple Assault                        | 0    | 0    | 0    |
| k. Larceny - Theft                       | 0    | 0    | 0    |
| l. Intimidation                          | 0    | 0    | 0    |
| m. Destruction/Damage/Property Vandalism | 0    | 0    | 0    |
| <b>HATE: ON- CAMPUS RESIDENCE HALLS</b>  |      |      |      |
| a. Murder/Non-negligent Manslaughter     | 0    | 0    | 0    |
| b. Negligent Manslaughter                | 0    | 0    | 0    |
| c. Sex Offenses - Forcible               | 0    | 0    | 0    |
| d. Sex Offenses – Non-Forcible           | 0    | 0    | 0    |
| e. Robbery                               | 0    | 0    | 0    |
| f. Aggravated Assault                    | 0    | 0    | 0    |
| g. Burglary                              | 0    | 0    | 0    |
| h. Motor Vehicle Theft                   | 0    | 0    | 0    |
| i. Arson                                 | 0    | 0    | 0    |
| j. Simple Assault                        | 0    | 0    | 0    |
| k. Larceny - Theft                       | 0    | 0    | 0    |
| l. Intimidation                          | 0    | 0    | 0    |

**Tennessee State University Crime Statistics in Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

| <b>Classification of Offenses</b>            | <b>2012</b> | <b>2013</b> | <b>2014</b> |
|--|-------------|-------------|-------------|
| <b>HATE: NON CAMPUS</b>                      |             |             |             |
| a. Murder/Non-negligent Manslaughter         | 0           | 0           | 0           |
| b. Negligent Manslaughter                    | 0           | 0           | 0           |
| c. Sex Offenses - Forcible                   | 0           | 0           | 0           |
| d. Sex Offenses – Non-Forcible               | 0           | 0           | 0           |
| e. Robbery                                   | 0           | 0           | 0           |
| f. Aggravated Assault                        | 0           | 0           | 0           |
| g. Burglary                                  | 0           | 0           | 0           |
| h. Motor Vehicle Theft                       | 0           | 0           | 0           |
| i. Arson                                     | 0           | 0           | 0           |
| j. Simple Assault                            | 0           | 0           | 0           |
| k. Larceny - Theft                           | 0           | 0           | 0           |
| l. Intimidation                              | 0           | 0           | 0           |
| m. Destruction/Damage/Property Vandalism     | 0           | 0           | 0           |
| <b>HATE: PUBLIC PROPERTY</b>                 |             |             |             |
| a. Murder/Non-negligent Manslaughter         | 0           | 0           | 0           |
| b. Negligent Manslaughter                    | 0           | 0           | 0           |
| c. Sex Offenses - Forcible                   | 0           | 0           | 0           |
| d. Sex Offenses – Non-Forcible               | 0           | 0           | 0           |
| e. Robbery                                   | 0           | 0           | 0           |
| f. Aggravated Assault                        | 0           | 0           | 0           |
| g. Burglary                                  | 0           | 0           | 0           |
| h. Motor Vehicle Theft                       | 0           | 0           | 0           |
| i. Arson                                     | 0           | 0           | 0           |
| j. Simple Assault                            | 0           | 0           | 0           |
| k. Larceny - Theft                           | 0           | 0           | 0           |
| l. Intimidation                              | 0           | 0           | 0           |
| m. Destruction/Damage/Property/Vandalism     | 0           | 0           | 0           |
| <b>ARRESTS: ON-CAMPUS</b>                    |             |             |             |
| a. Illegal Weapons Possessions               | 9           | 7           | 5           |
| b. Drug Law Violations                       | 32          | 7           | 4           |
| c. Liquor Law Violations                     | 10          | 7           | 3           |
| <b>ARRESTS: ON CAMPUS IN RESIDENCE HALLS</b> |             |             |             |
| a. Illegal Weapons Possessions               | 4           | 7           | 5           |
| b. Drug Law Violations                       | 20          | 4           | 4           |
| c. Liquor Law Violations                     | 2           | 7           | 3           |



## POLICY STATEMENT FOR ANNUAL SECURITY REPORT

### JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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Tennessee State University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Tennessee State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official<sup>1</sup>. In this context, Tennessee State University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

The University has established a *Sexual Assault Response Team*<sup>2</sup>. The team consists of members from Student Affairs, Human Resources, Campus Public Safety, Judicial Affairs, the Title IX Coordinator, the campus Clery Compliance Officer, campus Housing, clergy, select faculty and staff, and students. The team meets monthly and is responsible for developing, reviewing, and revising protocols, policies and procedures for addressing violence against women on campus.

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<sup>1</sup> A "University official" is defined as either a "Campus Security Authority" under the auspices of the Clery Act or a "Responsible Employee" under Title IX and further identified by your institution's sexual misconduct policy. Because three separate federal laws (Title IX, Title VII, and the Clery Act) as well as numerous states law have different reporting requirements, DSA recommends requiring all employees to report crimes reported to them to campus police or public safety within 24 hours (all can be assessed for Timely Warnings and those that meet the definition of a reportable crime, as defined by the Clery Act, will be included in the crime statistics in the Annual Security Report.) For sexual harassment and sexual violence, "responsible employees" as defined by the UNIVERSITY under the auspices of Title IX will have to disclose identifying information about the victim to the Title IX Coordinator. There are exemptions to reporting for campus professional and pastoral counselors and medical doctors and nurses acting in those capacities from disclosing crime statistics or identifying information about the victim of sexual assault, unless the victim is a minor. Seek guidance from your general counsel about how your institution identifies responsible employees (Title IX) and Campus Security Authorities (Clery Act).

<sup>2</sup> The Department of Justice, Office of Violence Against Women FY 2013 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence and Stalking on Campus Program requires grantees to establish a "Coordinated Community Response to violence against women on campus." This includes the establishment of a community response team, whose role is to ensure that the campus develops and implements effective policies and practices to prevent and respond to VAW on campus. The team is directed to meet on a regular basis to develop, review, and revise protocols, policies and procedures for addressing VAW. DSA provides this recommendation as a gold standard practice.

## **Definitions:**

**Sexual Assault:** Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation which under Tennessee law include:

### **Sexual battery.**

(a) Sexual battery is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances:

- (1) Force or coercion is used to accomplish the act;
- (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent;
- (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or
- (4) The sexual contact is accomplished by fraud.

(b) As used in this section, “coercion” means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future.

(c) Sexual battery is a Class E felony.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. In Tennessee, protected persons include adults or minors related by blood or adoption.

**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 non-romantic social context. Violence includes, but is not necessarily limited to:

1. Inflicting, or attempting to inflict, physical injury on the victim by other than accidental means;
2. Placing the accuser in fear of physical harm;
3. Physical restraint;
4. Malicious damage to the personal property of the victim, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the victim; or
5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser. **TCA § 36-3-601(5)(c)**



**Stalking:** 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 accused to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accused that includes, but is not limited to, repeated or continuing unwelcome 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. **TCA § 39-17-315.**

## **J. POLICY STATEMENT ON SEXUAL ASSAULT**

### **Purpose**

Tennessee State University is a Center of Academic Excellence dedicated to the transmission and advancement of knowledge, understanding, and research. It is the obligation of all members of the University community to help maintain an environment wherein academic freedom flourishes and in which the rights of each member of the University community are respected. Acts of sexual assault can jeopardize the health and welfare of members of the University community. In an effort to address such threats to the quality of campus life, Tennessee State University adopts this policy.

### **Definition**

For the purpose of this policy statement, “sexual assault” is defined as engaging in vaginal, oral, or anal sexual intercourse with, or inflicting other sexual invasion upon, any person without that person's consent. “Other sexual invasion” is defined as the intentional touching of another person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above, without consent. An action is “without that person's consent”:

- When inflicted upon a person who has not freely and actively given consent.
- When consent is given as a response to force or the threat of force.
- When inflicted upon a person whom one knows (or reasonably should know) to be physically incapacitated by the use (voluntarily or involuntarily) of alcohol and/or other drugs, including “date rape: drugs to the extent that they are unconscious, unaware, or otherwise physically helpless.

The scope of this policy shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. Students of the University are responsible to the University for certain acts committed off-campus. This policy may apply to off-campus conduct when the conduct is likely to interfere with the educational process or the orderly operation of the University; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the University community; or when the conduct has an adverse affect of the University's pursuit of its mission. The action of the University with respect to any alleged assault shall be made independently of any off-campus authority. The prospect

of criminal charges does not preclude the possibility of University jurisdiction over the case.

### **Guide For Students Who Have Been Sexually Assaulted**

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief, and may be feeling a variety of emotions such as fear, anger, and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as preventing an assault from happening again. Students are encouraged to seek help from the resource people in this guide. Students who are victims may receive a change in academic or living situations, when requested by the victim and the requested changes are reasonably available. There are trained professionals available at Tennessee State University who can provide information and support. Students are encouraged to use these resources.

If a student is sexually assaulted he or she should:

#### **GET TO A SAFE PLACE AS SOON AS POSSIBLE**

**TRY TO PRESERVE ALL PHYSICAL EVIDENCE.** Do not wash, douche, use the toilet, or change clothing, if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic.

**GET MEDICAL ATTENTION** as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action.

**CONTACT** the Tennessee State University Police Department by calling 615-963-5171 or the Metropolitan Nashville Police at 615-862-8600. A call to the TSUPD does not mean that one has chosen to bring criminal charges. Security Officers are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.

**TALK WITH A COUNSELOR** who can provide emotional support and give information about resources while clarifying confidentiality. For University counseling services, call Counseling and Psychological Services, 615-963-5611.

**CONFIDE IN SOMEONE WHO CAN BE TRUSTED,** a close friend or resident assistant, for support through recovery. If preferred, a member of the University staff who is knowledgeable about recovery resources can be chosen to be a support person.

### **PAST ABUSE**

A common response to sexual assault is to withdraw and never tell anyone. Whether the assault occurred recently or years ago, assistance is available. For information, call Counseling Services at 615-963-5611.



## **MALE VICTIMS**

Although women are more often the victims of sexual assault, men can be victims, too. All the recovery services available for women are also available for men.

## **MEDICAL TREATMENT/MEDICAL SERVICES**

It is important to seek medical attention to assess and treat any physical injuries that may have been sustained. Evaluation of sexual assault includes testing and treatment for sexually transmitted diseases, medication to prevent pregnancy, and documentation of evidence of the assault which would aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first twenty-four hours. It may be collected later than this, but the quality and quantity of evidence may be diminished.

The Student Health Services Center is located in the Floyd/Payne Student Center 2<sup>nd</sup> Floor, Main Campus. All students enrolled at Tennessee State University are eligible to use the Student Health Center for their health care needs. Students are seen on a walk-in or appointment basis. The Student Health Center is open Monday-Friday from 8 a.m.- 4:30 p.m.

The Student Health Services Center is staffed full time by a certified nurse practitioner who is supported by board-certified primary care physicians. Clinicians certified in various specialties such as general surgery, orthopedics, ophthalmology, internal medicine, pediatrics and obstetrics/gynecology also are available to assist students with their health care needs. In addition, the Student Health Services Center can provide access to mental health services staffed by board-certified psychiatrists.

A certified nurse practitioner is available for telephone consultation on illnesses, injuries, lab results or other health concerns and questions. The phone information nurse is available Monday-Friday from 8 a.m. - 4:30 p.m. at (615) 963-5291.

Students needing care when the Student Health Center is closed should go to the Emergency Room at Nashville General Hospital located at Nashville General Hospital at Meharry, 1818 Albion Street, Nashville, TN 37208.

### **Transportation**

The TSUPD or Metropolitan Government Paramedics are available to transport sexual assault victims to the hospital, if necessary. To arrange for transportation, call the TSUPD at 615-963-5171 or the Metropolitan Government Paramedics at 911.

## **K. POLICY STATEMENT ON SEXUAL HARASSMENT**

This policy statement is intended to ensure that Tennessee State University provides and maintains an environment that is appropriate to its educational mission and free from harassment and intimidation. This policy also ensures that the University is in compliance with its legal and ethical obligations, that policies exist to respond to allegations of sexual harassment, and that all persons are provided information about this policy. Teaching and

learning can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. Thus, this sexual harassment policy applies to all administrative officers, faculty, staff, residents, students, persons seeking admission to or employment at Tennessee State University, vendors, consultants, independent contractors and all others acting on the University's behalf. The University's published policies in their entirety with regard to sexual harassment can be found at:

<http://www.tnstate.edu/eoaa/policies.aspx>

**Accountability:**

Responsibility for implementing this policy is delegated by the President to the Vice President for Student Affairs and the Office of Equity and Inclusion.

**Definition:**

Sexual harassment – Sexual harassment is defined as any sexual solicitations, advances, remarks or actions that are demeaning or intimidating. Sexual harassment constitutes any sexual attention that is unwanted, deliberate, and/or repeated advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission of such conduct is made explicitly or implicitly the terms or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decision affecting an individual; or (3) such conduct has the purpose of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive environment for working or teaching and learning.

An informal complaint – is one that does not require an investigation and can be resolved between the Equity and Inclusion Officer and the parties involved.

A formal complaint – is one that requires a written complaint from the complainant and an actual in-depth investigation, including interviews with complainant, alleged harasser, and witnesses.

Sexual harassment is unacceptable behavior and will not be tolerated at Tennessee State University. When the University has notice of possible sexual harassment it will take immediate and appropriate steps to investigate and take action to resolve the matter in a serious, objective and confidential manner. Where necessary, a range of disciplinary measures may occur up to and including dismissal or expulsion.

**Policy**

Sexual harassment inhibits an individual's academic or work performance, or creates an intimidating, hostile, or demeaning education or working environment. Faculty member(s) or other instructional personnel shall not engage in an amorous relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member, even when both parties appear to have consented to the relationship. Such relationships may easily be perceived as promoting or showing inappropriate favoritism to student(s) based on non-meritorious consideration. Relationships between faculty and students outside the instructional context may also prove problematic, particularly when the faculty member participates in decisions that may reward or penalize students.



Relationships between residents/students and patients, during treatment or after termination of treatment, may lead to negative consequences: therefore, such relationships are discouraged.

### **Procedures**

Complaints of a violation of this policy shall be brought to the attention of the Equity and Inclusion Officer, the AVP-Human Resources, a member of the President's Senior Council, or to any other appropriate member of the institutional community, including any academic or administrative officer. The person receiving the complaint shall counsel the complainant as to the options available under this Policy, including referral to the Equity and Inclusion Officer or other appropriate institutional representative for help in resolving the complaint informally; or help in drafting a formal complaint.

The institution's sexual harassment policy shall be explained during new faculty and staff orientations and faculty/staff development workshops. A copy of the institution's policy shall also be issued.

Vendors, consultants, independent contractors and all others acting on behalf of the University who are not required to participate in faculty/staff orientations shall receive a copy of this policy upon commencement of their contracts. Violation of this policy may result in TSU's termination of such contracts.

The policy shall also be included in the following publications: University Policy Manual; Faculty Handbook; Personnel Policy and Procedures Manual; and Student Services Handbook.

All complaints, informal and formal, shall be immediately forwarded to the Equity and Inclusion Officer, the AVP-Human Resources or the Executive Vice President. The Equity and Inclusion Officer, the AVP-Human Resources or the Executive Vice President will consult with the appropriate academic or administrative officers of the University to determine the appropriate method for investigating the complaint.

### **Investigation**

The purpose of the investigation is to ascertain whether an actual violation of this policy has occurred. Investigations shall include the following:

- An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the "who, what, when, and where" of the complaint. Any evidence of, or witnesses to, an alleged incident should be obtained during the interview.
- An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated.
- In a formal complaint, interviews with any other persons believed to have pertinent/ factual information or knowledge of the alleged policy violation.

- The person investigating the complaint will take steps to ensure confidentiality of all parties involved.
- The accused shall have a full opportunity to respond to all allegations.
- If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken. Equity and Inclusion Officer will inform the complainant and the accused of the results of the investigation and actions to be taken to resolve the complaint.
- Upon completion of the investigation, a written notice of disposition shall be forwarded to the accused as well as the complainant.

### **Regulations**

Complaints and cases of sexual harassment will be dealt with promptly. Any member of the institutional community found to have engaged in sexual harassment will be disciplined. Disciplinary action for violation of this policy shall include, and not be limited to, any of the following courses of action, as appropriate, based upon the severity of the violation: written warning and reprimand, with letter being placed in employee's, student's, or contractor's official file, and appropriate counseling; suspension; termination of employment or contractual relationship, or expulsion.

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

### **Examples of Sexual Harassment**

Examples of sexual harassment include, but are not limited to:

- a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- b. Direct proposition of a sexual nature and/or sexually suggestive or obscene gesture subtle pressure for sexual activity, such as repeated or unwanted stares.
- c. Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.
- d. Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures that is sexual in nature that would create a hostile or offensive work or learning environment.
- e. Physical assault, or attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body.



- f. Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience.

## **L. COUNSELING AND EMOTIONAL SUPPORT**

Counseling Services <http://www.tnstate.edu/counseling/>

Tennessee State University provides counseling services from professional providers at a conveniently located campus Counseling Center. The center is committed to a highly effective counseling support system that complements the educational and human enrichment endeavors of the institution. Counseling services include individual, family and group therapies as well as academic counseling and career development advisement.

Workshops related to stress reduction; time management and a variety of clinical presentations are regular features of the center. Moreover, psychologists and counselors at the center assist in making provisions for special academic and test accommodations for students with disability needs. This includes psychological testing, neuropsychological evaluation and psycho-educational assessment.

The services of the Counseling Center are broad-based and encompass services to students' partners and dependents, as well as to faculty and staff. Appointments may be made by visiting the Counseling Center or by calling (615) 963-5611. All counseling services are confidential as mandated by professional ethics codes and by law.

## **M. MISSING STUDENT POLICY**

If a member of the University Community has reason to believe that a student is missing, they should *immediately* notify the Tennessee State University Police Department (TSUPD) at 615-963-5171, whether or not the student resides on-campus. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of TSUPD, and the Vice President for Student Affairs. If the student is an on-campus resident, the TSUPD will secure authorization from the University's Legal Office to make a welfare entry into the student's room. If the student is an off-campus resident, the TSUPD will informally enlist the aid of the neighboring police agency having jurisdiction. Concurrently, University officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to Counseling Services and/or Student Health. If not located, notification of the family and local law enforcement within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the TSUPD will notify the student's parent or legal guardian immediately after the TSUPD has determined

that the student has been missing for more than 24 hours. The TSUPD will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case. All students, faculty, and staff have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the TSUPD will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential emergency contact can do so through the Registrar's Office.

## **N. REPORTING CRIMES/INCIDENTS to the Tennessee State University Police Department**

Call 615-963-5171 on any campus telephone to contact the Tennessee State University Police Department. A victim's choice to report an incident to the University's police department does not necessarily represent a choice to prosecute or to pursue University disciplinary action. The victim may choose whether to participate in legal and disciplinary proceedings at a later time.

When the TSUPD is called, contact will be made with a professional law enforcement officer who can:

- Help secure medical attention and emotional support from resources on campus and off campus;
- Protect or assist in preserving evidence and preparing a case for court or University disciplinary proceedings;
- Protect or assist in protecting the victim and others from future victimization.

If the choice is made to call TSUPD, an officer will listen to the statement of the victim. The officer will ask questions about the scene of the crime, any witnesses, and what happened before or after the incident. The officer will ask the victim to describe or identify the assailant. If the assault happened off campus, the officer will help the victim contact the proper law enforcement agency, if so desired.

## **O. CRIMINAL INVESTIGATION AND CHARGES**

The Tennessee State University Police Department is required by law to provide information on most sexual assaults and other felonies to the local police department, the local District Attorney; but in the vast majority of cases, the decision to pursue criminal charges usually rest with the victim.

If the victim chooses to pursue criminal charges, a lawyer from the local District Attorney's office will provide state representation throughout the proceedings. A lawyer from the District Attorney's Office and/or a personal attorney may also provide legal advice to assist the victim in making a decision on prosecution.

TSUPD officers will conduct a preliminary investigation of all crimes which occur on campus and make notification to local police, when required. If technical expertise or additional



investigative help is needed, the local police agency or the Tennessee Bureau of Investigation may be called to assist at the discretion of the investigating officer. If crimes happen off campus, the Metropolitan Nashville Police Department will be the primary investigative agency with TSUPD Officers providing support if needed. Police Officers understand that any questioning can be difficult for victims and understand that a victim may request the presence of a support person during police interviews.

If a person chooses to pursue criminal prosecution and if it is possible for the assailant to be apprehended, the suspect will be taken before a magistrate and charged with the appropriate offense.

## **P. DISCIPLINARY PROCEDURES FOR CASES INVOLVING STUDENTS**

Student Disciplinary Action <http://www.tnstate.edu/mediation/housebill4088.aspx>

The Student Affairs Disciplinary Committee reviews charges related to breaches of rules, regulations, policies and procedures of Tennessee State University by a student. The Committee shall be comprised of a total of eight (8) members and two (2) alternates. The Committee shall include four (4) students, with one (1) student alternate. Student members shall be selected by the Vice President for Student Affairs from a group nominated by the Dean of Students/Chief Judicial Officer for Student Affairs, and shall serve a one (1) year term. An additional four (4) members shall be members of the faculty, with one (1) year terms by the Vice President for Student Affairs from a group nominated by the Provost.

Any person may inform any member of the Student Affairs Disciplinary Committee of an allegation of a breach of rules, regulations, policies and/or procedures of Tennessee State University within the jurisdiction of the Student Affairs Disciplinary Committee. The Student Affairs Disciplinary Committee shall determine whether the allegations or charge, if proved true, is governed by the procedures for review and appeal of disciplinary action governing non-academic matters.

If the Student Affairs Disciplinary Committee determines that the allegations or charge is governed by the procedures for review and appeal of disciplinary actions, the Dean of Students/Chief Judicial Officer shall advise the student of the charge(s) and notice of a hearing before the Student Affairs Disciplinary Committee. .

The student shall have the right to be present at the hearing to present witnesses, and to rebut the evidence against him/her and to have a Tennessee State University student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Affairs Disciplinary Committee may accept any information it deems pertinent to the charges made.

The Student Affairs Disciplinary Committee shall render its decision based upon the evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy or procedure, and is subject to disciplinary action, shall be whether a preponderance of the evidence supports the Committee's decision. The burden of proof shall be upon the University.

The Student Affairs Disciplinary Committee shall maintain a record of the hearing pending final determination of the charges against the student.

The Student Affairs Disciplinary Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records within fifteen days.

A student may appeal the decision on the grounds as set forth in the following paragraph by writing a letter of appeal to the President no later than 72 hours from the receipt of the decision of the Student Affairs Disciplinary Committee.

The President will determine whether there has been substantial compliance with the published administrative procedures and whether there is sufficient evidence to support the decision of the Student Affairs Disciplinary Committee, and notifies the student by certified or registered mail at the student's address as recorded in the Office of Admissions and Records. The President shall also inform the dean of the student's school and the Associate Vice President for Advancement and University Relations.

The President may request the student and/or the Student Affairs Disciplinary Committee to provide additional information prior to issuing a decision.

The President's decision is final. The student shall be notified of the President's decision in writing no later than fifteen days from the receipt of the student's appeal.

The student shall be allowed to continue in the academic program during proceedings unless extraordinary circumstances exist such as exemplifying conduct which may endanger the welfare of others.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedures shall include, but are not limited to:

- Furnishing false information to the University with the intent to deceive;
- Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
- Forgery, alterations, destruction, damage, or misuse of University documents; records, or identification;
- Physical abuse of any person on University-owned or controlled property; or conduct which threatens or endangers the health or safety of any person;
- Theft;
- Unauthorized use of or entry to University facilities and/or unauthorized possession of keys to University facilities;
- Failure to comply with directives of University officials acting in the performance of their duties;
- Violation of written University policies and regulations as stipulated herein or as announced by authorized personnel;
- Violation of the terms of probation;
- An attempt to commit or to be an accessory to the commission of any act in violation of other standards of conduct;



- Breach of any municipal, state or federal laws rules ordinances on University property;
- Breach of any rules of sister institutions while on rotations;
- Breach of recognized ethical and professional standards applied to student's area health professional schools.

The Student Disciplinary Committee's sanctions may include expulsion, suspension from one or more classes for a specified or an indefinite period of time, probation, reprimand and restriction of privileges. The Student Disciplinary Committee may use its discretion in requiring alternative disciplinary actions.

## **Q. DRUGS AND ALCOHOL ON CAMPUS**

### **Substance Abuse—Drug Free Campus—Smoking**

Any student or employee found to be in violation of the following drug and alcohol policy (without proper authority) may be subject to one or more of the disciplinary sanctions described. Tennessee State University reserves the right to exercise discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any University-sponsored activity may result in required participation in a drug or alcohol treatment of rehabilitation program and placed on probation, suspension, expulsion, termination or referral of the matter to the local police agency for criminal prosecution.

Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. TSU has instituted this policy to address the risk of substance abuse at the University and to make certain that a high quality of academic achievement and integrity is maintained.

### **Purpose**

Tennessee State University regards substance abuse (alcohol and chemical dependencies) as an illness which may respond to medical treatment. This policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration and referral for treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

### **Definition**

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic and/or clinical performance, interpersonal skills and relationships.

### **Policy**

- When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Student Affairs Office, in the respective school

and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.

- When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.
- Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.
- It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and/or Counseling Center.
- Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.
- The off-campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.
- The illegal use, sale or possession of narcotics, drugs or controlled substances while on University and/or hospital premises are grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.
- Where there is reasonable suspicion of a violation of this policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

### **Code of Conduct**

Drunkenness, distribution or possession of alcoholic beverages and/or the unlawful use, possession or distribution of illicit drugs on campus is prohibited.

It shall be a violation of the Code of Conduct to possess, distribute or consume alcohol beverages and/or any illegal drug on campus. Violation of these provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions set forth in the Substance Abuse Policy and Drug-Free Workplace Statement. Violation of these standards



of conduct may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing.

### **Smoking**

As an institution committed to providing quality in its health care services and health professions education, Tennessee State University tries to provide an environment which is conducive to good health. Accordingly as of January 1, 2009, the TSU Campus is considered "smoke free". No smoking will be allowed any place on campus.

The sale of any and all tobacco products is prohibited on the campus of Tennessee State University.

### **R. COUNSELING AND REHABILITATION FOR THOSE WITH A SUBSTANCE ABUSE PROBLEM**

The Tennessee State University Counseling Services Center provides counseling and rehabilitation services to students with a substance abuse problem, other treatment programs in the area are available. For information call 615-327-6915 or 615-327-6156.

### **S. IMPORTANT SAFETY NUMBERS (Dial 9 when using a campus phone)**

#### **SAFETY SERVICES**

|  |                   |
|--|-------------------|
| Tennessee State University Police Department       | 963-5171          |
| On-Campus Emergency                                | 963-5171          |
| Metro Police Department                            | 865-8600          |
| Emergency  | 911               |
| District Attorney's Office, Metropolitan Nashville | 862-5500          |
| Crime Stoppers                                     | 74-CRIME          |
| <i>(Callers Remain Anonymous)</i>                  | 742-7463          |
| Rape and Sexual Abuse Center Crisis Line           | 256-8526          |
|  | Or 1-800-879-1999 |
| Crisis Intervention Center                         | 244-7444          |
| Nashville General Hospital Emergency Room          | 341-4357          |
| Metropolitan Police Sex Abuse Unit                 | 862-7540          |
| Metropolitan Police Domestic Violence Unit         | 880-3000          |
| Victim Intervention                                | 862-7545          |

### **T. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

The Tennessee State University Police Department presents crime-prevention awareness programs to student groups as well as staff and faculty members on such topics as personal security, theft prevention, vandalism, alcohol use and abuse, sexual assaults (including date and acquaintance rape). Programs are normally presented upon request by calling (615) 963-6601. Students and employees are offered regular crime prevention awareness programming through new student/new employee orientations and residence hall programs.

During the academic year, the TSUPD, the Counseling Center, Student Affairs and staff present programs on sexual assault, alcohol and drug awareness, dating violence, conflict resolution, and other topics related to crime prevention. These offices emphasize the

common theme that all awareness and crime prevention programs are to encourage students and employees to be aware of their responsibilities in security and the security of others. For information on availability of these programs call Student Affairs at 963-5621 or the Counseling Center at 963-5611.

The “Operation Identification” program engraves personal items and records serial numbers to protect valuable property. For information and the tool to accomplish this, call the Tennessee State University Police Department (963-5171).

The University provides the following services and programs to improve safety on campus and to educate the community about security issues:

1. **Escort Service** – TSU Police Department provides an escort service for people walking on campus or to and from a University-owned residence. Escort service is generally provided during the hours of darkness. Students, staff, and faculty are asked to walk with others when possible and to choose paths that are well lit.
2. **New Student Orientation** - Crime prevention measures and materials are shared and provided as well as questions answered during new student orientation meetings.
3. **Personal Safety** - Sessions on personal safety, crime and violence prevention, crisis and emergency management planning, threat assessment, resident hall safety are offered on campus. Contact TSU Police Dept. at (615)963-5171 for more information.
4. **Residence Hall Security** - Hall security and safety is routinely discussed during registration.
5. **Emergency Blue light Telephones** - Campus phones are located in strategic locations across campus. If you have an emergency, simply push the red button and the dispatcher will attempt to talk with you, at the same time an officer(s) is dispatched to your location.
6. **Electronic Systems** - The Tennessee State University Police Department monitors intrusion alarms campus –wide. A contracted vendor monitors all fire alarms on campus, with the help of a computerized monitoring system. Access into most campus facilities, including resident halls, is controlled through use of a card/key access control system.
7. **Operation Identification** - Students are strongly encouraged to mark valuables with a driver’s license number and to record serial numbers on forms provided by Campus Police.
8. **Crime Prevention Material** - Brochures and posters related to substance abuse, personal safety, seat belt use, motor vehicle and bicycle theft prevention, and residence and office security are distributed campus wide.



9. **Community Notification of Criminal Activity** - The Tennessee State University Police Department routinely notifies the campus community of ongoing security concerns by articles published in the campus news reports and in the department newsletter. If circumstances warrant, specially printed crime alerts will be prepared and distributed campus wide.

Tennessee State's safety and security measures are designed to address every area of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention.

#### Tips on Crime Prevention

- Don't walk alone – there is safety in numbers.
- Stay on populated, well-lit streets.
- If you exercise at night, do so with a friend.
- Dress for safety.
- Walk confidently; be aware of your surroundings.
- Carry some type of noise maker.
- Take a self defense class.
- Follow your intuition...trust your feelings.
- If you see something or someone suspicious, go immediately to a safe location and contact Campus Security.
- During hours of darkness, have lights on at all entrances, and close all blinds and shades.
- Have a wide-angle door viewer (190 degrees) on all solid exterior doors.
- Have good locks on doors – and use them.
- Use only the first letter of your first name on mailboxes and in telephone directories.
- Females: ask a male relative or friend to record your answering machine message.
- **Always** keep your doors and windows locked.
- **Do Not** leave messages on your answering machine advertising you are away from your residence.
- Do not open the door to an unexpected visitor.
- Do not let strangers in to use the telephone. Offer to make the call for them.
- Ask to see photo identification of people who come to your door (police, repairmen, etc.) **BEFORE** you open the door.
- Do not hide extra keys outside your residence.
- Never give personal information to telephone solicitors.
- Always be aware of your surroundings.
- Keep your vehicle in good working condition and at least half full with gas.
- Always park in visible well-lighted, busy areas.
- Have your keys ready when you approach your vehicle.
- When you approach your parked vehicle, do a visual inspection checking the area around your vehicle and beneath it.
- Always look in the rear floor board of your vehicle before entering.
- Keep doors locked and windows closed.
- Valuables should be kept out of sight or locked in the trunk.
- Exercise caution when parking in underground or enclosed parking structures.

- When stopped in traffic, allow space between your vehicle and the one in front of you so you can drive away if necessary.
- If someone approaches your vehicle and attempts to get in, honk your horn and try to drive away.
- Be cautious of individuals asking for directions.
- **Do Not** stop to assist stranded motorists. Instead, go to the nearest phone and call for help.
- **Do Not** pick up hitchhikers.
- If you have a flat tire, drive on until you reach a well-lighted, well-traveled area.
- When traveling, let someone know where you are going, your ETA, and the route you will be using.
- Use the escort service when moving around campus at night by yourself.
- Always look to see who is outside before opening your door.
- Do not prop open doors for friends.
- Never loan out a room key.
- Lock the bathroom door behind you.
- Lock outside doors and windows when leaving your room.
- Never leave radar detectors or other items of value in plain view inside your car.

Current information on crime prevention may also be accessed through the TSU website at [www.tnstate.edu](http://www.tnstate.edu).

## **HIGHER EDUCATION OPPORTUNITY ACT CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT**

### **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Tennessee State University.

### **General Statement of Tennessee State University Student Resident Housing**

At Tennessee State University, all residence halls are covered with integrated fire sprinkler systems and a redundant fire alarm monitoring systems which are monitored 24 hours/day, seven days/week by the ADS Security Company and the Tennessee State University Police Department.

### **Residence Hall Fire Safety Systems**

| <b>Residence Hall</b> | <b>Fire Detection System (Smoke, Heat, Ion)</b> | <b>Fire Suppression System</b> | <b>Fire Extinguishers present</b> | <b>Redundant Monitoring System</b> | <b>Fire Drills Each Year</b> |
|-----------------------|---|--------------------------------|-----------------------------------|------------------------------------|------------------------------|
|                       | Yes   | Full System                    | Yes                               | Yes                                | 2                            |
|                       | Yes   | Full System                    | Yes                               | Yes                                | 2                            |



\*A partial system is defined as having sprinkler in the common areas only.

### **Fire Safety Improvements and Upgrades**

Tennessee State University annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

### **Residence Hall Fire Drills**

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the Tennessee State University Police Department, the individual residence hall staff, and the local fire station. The supervised fire drill is scheduled within the first 3 weeks of the beginning of the semester. Evacuation route maps are posted in each resident room showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are reported to the Resident Hall Manager and to the Dean of his/her respective school.

### **Fire Life Safety Education**

Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment individual rooms. Candles or open flame are prohibited in residence halls. There are limits on the number electrical appliances allowed in a specific room. Residence Life policy on evacuation from residence halls is in the student handbook, Emergency Preparedness Manual and is discussed with residence when they move into the residence hall, as follows: In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the hall manager, or a member of the residence life staff acting in behalf of the hall manager or by Campus Safety and Security personnel.
- If you can use a fire extinguisher in your hall without endangering yourself, please do so. However, our first concern is your safety. Do not attempt to extinguish a fire if your personal safety becomes threatened.

A fire safety inspection is conducted in the first semester to ensure residents are abiding by all fire safety regulations. Residence Life staff training on fire/life safety is held annually by the Environmental Health & Safety Officer.

### **Fire/Life Safety Inspections**

During fall semester a residence life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person, or his or her stand-in, entrance to your room for inspection. If you or your roommate re not home, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected

to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be fined and will be subject to disciplinary action. Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items stored closer than 18 inches from a sprinkler head
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heaters
- Tampered with smoke detectors
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

### **Smoking Policy**

Tennessee State University prohibits smoking any place on campus.

### **Reporting a Fire**

Students reporting a fire should contact TSU Police (615-963-5171) or 911. If the fire event is no longer a danger they should contact TSU Police or the Residential Facility Director.



**Statistics and Reports of on-campus student housing fire(s)**

*Yearly Fire Related Damage Report*

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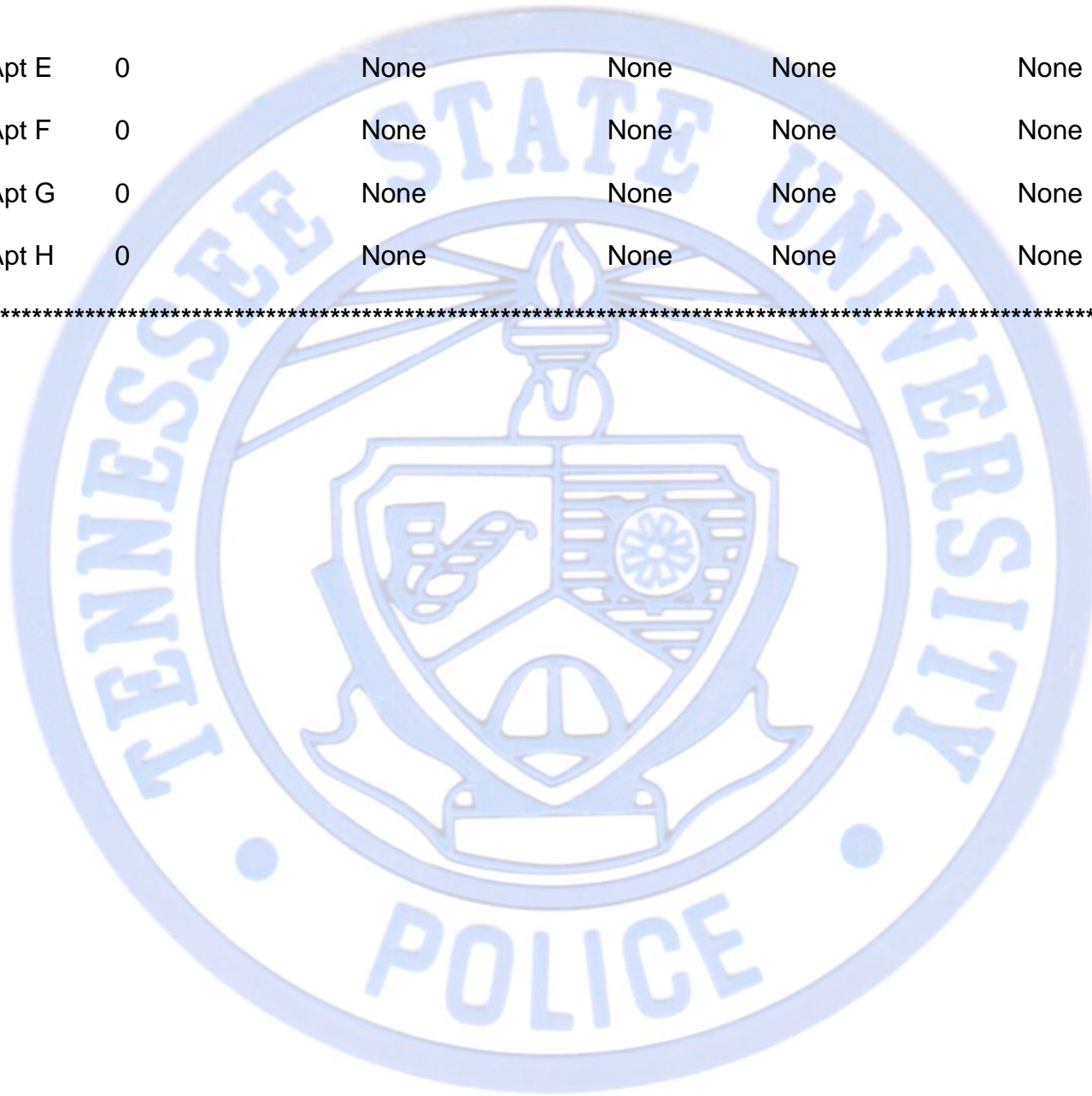
**2014 Fire Statistics** —

| <b>Residence Hall</b> | <b>Total Fires in Each Building</b> | <b>Date /Time of Incident</b> | <b>Cause of Fire</b> | <b>Number of Injuries that Required Treatment at a Medical Facility</b> | <b>Number of Deaths Related to the Fire</b> | <b>Value of Property Damage Caused by Fire</b> |
|-----------------------|-------------------------------------|-------------------------------|----------------------|---|---|--|
| Eppse Hall            | 0                                   | None                          | None                 | None  | None  | None   |
| Hale Hall             | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. A          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. B          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. C          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. D          | 0                                   | None                          | None                 | None  | None  | None   |
| Rudolph Hall          | 0                                   | None                          | None                 | None  | None  | None   |
| Watson Hall           | 0                                   | None                          | None                 | None  | None  | None   |
| Wilson Hall           | 0                                   | None                          | None                 | None  | None  | None   |
| Boyd Hall             | 0                                   | None                          | None                 | None  | None  | None   |

|                     |   |      |      |      |      |      |
|---------------------|---|------|------|------|------|------|
| New Residence Apt E | 0 | None | None | None | None | None |
| New Residence Apt F | 0 | None | None | None | None | None |
| New Residence Apt G | 0 | None | None | None | None | None |
| New Residence Apt H | 0 | None | None | None | None | None |

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**NOTES:**





## **2013 Fire Statistics**

| <b>Residence Hall</b> | <b>Total Fires in Each Building</b> | <b>Date /Time of Incident</b> | <b>Cause of Fire</b> | <b>Number of Injuries that Required Treatment at a Medical Facility</b> | <b>Number of Deaths Related to the Fire</b> | <b>Value of Property Damage Caused by Fire</b> |
|-----------------------|-------------------------------------|-------------------------------|----------------------|---|---|--|
| Eppse Hall            | 0                                   | None                          | None                 | None  | None  | None   |
| Hale Hall             | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. A          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. B          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. C          | 0                                   | None                          | None                 | None  | None  | None   |
| Ford Apts. D          | 0                                   | None                          | None                 | None  | None  | None   |
| Rudolph Hall          | 0                                   | None                          | None                 | None  | None  | None   |
| Watson Hall           | 0                                   | None                          | None                 | None  | None  | None   |
| Wilson Hall           | 0                                   | None                          | None                 | None  | None  | None   |
| New Residence Apt E   | 0                                   | None                          | None                 | None  | None  | None   |
| New Residence Apt F   | 0                                   | None                          | None                 | None  | None  | None   |
| New Residence Apt G   | 0                                   | None                          | None                 | None  | None  | None   |
| New Residence Apt H   | 0                                   | None                          | None                 | None  | None  | None   |

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**NOTES**

**2012 Fire Statistics**

| <b>Residence Hall</b> | <b>Total Fires in Each Building</b> | <b>Date /Time of Incident</b> | <b>Cause of Fire</b> | <b>Number of Injuries that Required Treatment at a Medical</b> | <b>Number of Deaths Related to the Fire</b> | <b>Value of Property Damage Caused by Fire</b> |
|-----------------------|-------------------------------------|-------------------------------|----------------------|--|---|--|
| Eppse Hall            | 0                                   | None                          | None                 | None   | None  | None   |
| Hale Hall             | 0                                   | None                          | None                 | None   | None  | None   |
| Ford Apts. A          | 0                                   | None                          | None                 | None   | None  | None   |
| Ford Apts. B          | 0                                   | None                          | None                 | None   | None  | None   |
| Ford Apts. C          | 0                                   | None                          | None                 | None   | None  | None   |
| Ford Apts. D          | 0                                   | None                          | None                 | None   | None  | None   |
| Rudolph Hall          | 0                                   | None                          | None                 | None   | None  | None   |
| Watson Hall           | 1                                   | 2/23/2011 0107hrs             | Cooking              | 0  | 0   | \$2,000  |
| Wilson Hall           | 0                                   | None                          | None                 | None   | None  | None   |
| New Residence Apt E   | 0                                   | None                          | None                 | None   | None  | None   |
| New Residence Apt F   | 0                                   | None                          | None                 | None   | None  | None   |
| New Residence Apt G   | 0                                   | None                          | None                 | None   | None  | None   |
| New Residence Apt H   | 0                                   | None                          | None                 | None   | None  | None   |



## Definitions

1. **Fire** — Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
2. **Fire drill**—A supervised practice of a mandatory evacuation of a building for a fire.
3. **Fire-related injury**—Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.
4. **Fire-related death**—Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.
5. **Fire safety system** — Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.
6. **Value of Property Damage**—The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.
7. **Fire Log** - Tennessee State University maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The Fire Log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection. The log can be found on the Campus Police's portion of the TSU website.



This report was researched, produced, edited, and published in its entirety by the  
**TENNESSEE STATE UNIVERSITY POLICE DEPARTMENT**

**Plans, Standards, and Research Unit**

**In consultation with other authoritative sources.**

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