



NORTHEAST STATE

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ANNUAL SECURITY REPORT

August 2009

Northeast State Community College

Annual Security Report

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Northeast State Community College, in its continuing effort to maintain a safe academic and work environment for students, faculty, staff, and guests, presents this *Annual Security Report* with the knowledge that individual awareness and adherence to security procedures is the best method to maintain a safe campus environment. Northeast State requests anyone who witnesses or is a victim of crime to report the incident immediately to the office of Police and Safety at 423.323.0255 (off-campus), 423.677.7927 (cell), extension 3255 (on campus) or call 9.1.1.

The campus crime statistics is furnished pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, the *Tennessee College and University Security Information Act* and the *Robert Nottingham Campus Crime Scene Investigation Act*. Additional copies of the complete crime statistics report are available at the office of Police and Safety, room C2401, upon request, or by calling 423.323.0255, noncampus, or extension 3255, on campus. Written requests can be made to the following address: Northeast State Community College, Office of Police and Safety, P.O. Box 246, Blountville, TN 37617. Additionally, copies can be obtained on the Internet at www.northeaststate.edu/SecurityReport.

In compliance with the federal *Campus Sex Crime Prevention Act*, the *Tennessee College and University Campus Sex Crimes Prevention Act of 2002* and Tennessee Code Annotated 40-39-102, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution at the office of Police and Safety. Information is also available on the TBI's web site listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

The number of undergraduate and graduate students enrolled:

There are 5,470 undergraduate students enrolled at Northeast State Community College as of Fall Semester 2008. As a community college, Northeast State Community College does not have any graduate programs or graduate students.

The number of students living in student housing:

Northeast State Community College is a "commuter" college and, as such, does not provide student housing.

The total number of non-student employees working on the campuses:

There are 454 regular full-time and part-time non-student employees working on the campuses as of September 2008.

The administrative office responsible for security on the campuses:

The office of Police and Safety is the office with overall responsibility for security on all Northeast State property to include the main campus, satellite buildings, and all noncampus teaching sites. At satellite and noncampus sites, Northeast State Community College is dependent upon local law enforcement agencies to respond to and investigate criminal offenses that require an immediate law enforcement presence to safeguard life and/or property.

A description of the type and number of police/security personnel utilized by the institution, including a description of their training:

Northeast State employs a director of Police and Safety who is Peace Officer Standards and Training (POST) certified and has arrest powers in accordance with Tennessee Code Annotated (TCA) 49-7-188, Tennessee Board of Regents Policy 5-01-07-00, and other applicable state laws. The director of Police and Safety successfully completes forty (40) hours of POST certified training to include weapons qualification. Further, Northeast State employs four (4) additional full-time POST certified armed police officers with arrest powers. Armed officers must successfully complete a minimum of forty (40) hours of annual in-service training in accordance with POST requirements. Additionally, campus police officers complete training specifically designed for a college environment as directed by the director of Police and Safety.

Northeast State also employs unarmed security officers to work the 11 PM to 7 AM shift, Monday through Friday, weekends, and backfill when necessary during other hours. Security officers undergo an initial eight (8) hours of training and periodic training on areas designated by the director of Police and Safety. Additionally, security officers supplement the campus police officers during special events or other times at the discretion of the director of Police and Safety.

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

The director of Police and Safety and four (4) full-time armed campus police officers are sworn law enforcement officers and as such have the duty and authority to enforce Tennessee state laws including detention and arrest on any Northeast State property owned, controlled, rented, or leased by the college. Armed campus police officers will obtain all pertinent information in an official and courteous manner and will respond professionally and judiciously to any

situation. If force is required, only the minimum amount of force consistent with the accomplishment of duties will be used.

Security officers do not have the authority, under applicable Tennessee laws, to arrest or detain any person on a Northeast State campus. Security officers will immediately report criminal or safety violations to the director of Police and Safety as well as the local supporting law enforcement agency if the situation dictates. As with the campus police officers, security officers will respond to complaints in a professional and courteous manner and document incidents in a thorough manner.

Northeast State Community College currently has no written agreements with local or state law enforcement agencies with regard to property owned, controlled or leased by this college. However, Northeast State Community College abides by current state law as defined in the *Robert "Robbie" Nottingham Campus Crime Scene Investigation Act of 2004* as noted in T.C.A. 49-7-129.

The working relationship of campus security personnel with State and local law enforcement agencies:

The office of Police and Safety has a close working relationship with the Sullivan County Sheriff's Office, Kingsport Police Department, Carter County Sheriff's Office, Elizabethton Police Department, Johnson County Sheriff's Office, Mountain City Police Department, Washington County Sheriff's Office, Hawkins County Sheriff's Office, and the Tennessee Bureau of Investigation as well as other Federal agencies. Campus police officers routinely undergo training sponsored by supporting law enforcement agencies and interact with other officers on almost a daily basis. Outside law enforcement agencies, upon request, assist the campus police in criminal investigations and other requests for assistance. As noted above, Northeast State Community College has not entered into any written agreements with other law enforcement agencies for the investigation of criminal offenses.

The office of Police and Safety has 800 series radios which enable the college to instantly communicate with local law enforcement agencies in the event of an emergency that would require local law enforcement support.

A statement on an applicant or employee with a criminal history:

Any person who indicates on an application for employment a conviction for a felony offense will be subject to review by the director of Human Resources and Affirmative Action Officer. When such conviction directly affects the performance of an employee or poses a threat to the campus community in any way, the employee may be subject to termination or reassignment at the direction of the director of Human Resources and Affirmative Action Officer. These standards also apply to felony convictions after achievement of employee status.

Procedures which encourage accurate and prompt reporting of all crime to the campus police and the appropriate law enforcement agency:

First, and foremost, Northeast State Community College strongly encourages anyone who witnesses a crime, suspicious activity, or is a victim of crime to immediately notify the office of Police and Safety at 423.677.7927 or call 9.1.1 immediately!

When any crime is reported to the office of Police and Safety, the director of Police and Safety is notified. The director of Police and Safety will determine whether to investigate the offense with campus police staff or refer the offense to an outside law enforcement agency in accordance with state law. The director of Police and Safety will make this determination based upon the facts developed, nature/type of the offense, victim input, and state and federal law.

In accordance with the *Robert "Robbie" Nottingham Campus Crime Scene Investigation Act of 2004* (T.C.A. 49-7-129), Northeast State Community College will notify the law enforcement agency with territorial jurisdiction and request a joint investigation of any medically unattended death which may occur on campus or at any noncampus location. The local law enforcement agency with territorial jurisdiction will be the lead agency conducting the joint investigation.

The director of Police and Safety will notify the law enforcement agency with territorial jurisdiction of any rape or attempted rape allegation on campus or at any noncampus location. Northeast State Office of Police and Safety will be the lead agency in conducting a joint investigation with the law enforcement agency with territorial jurisdiction. Third party notification allegations to the director of Police and Safety of an alleged rape or attempted rape will not trigger notification to an outside law enforcement agency with territorial jurisdiction.

The Tennessee Bureau of Investigation and the Federal Bureau of Investigation receive monthly crime statistics from Northeast State through the Tennessee Incident Based Reporting System (TIBRS). Northeast State also submits annual crime statistics to the United States Department of Education in accordance with federal law.

For the purpose of reporting crimes, Northeast State Community College defines its boundaries as the following:

Northeast State's main campus is located at 2425 Highway 75, Blountville, Tennessee. The main campus consists of fifteen buildings, twelve parking lots, a walking trail and vacant land.

Northeast State at Elizabethton is classified under the Clery Act as a satellite building or property and is located at 386 Highway 91 North in Elizabethton, Tennessee. This property consists of the first and part of the second floor of the

building leased by Northeast State, the area immediately outside the main entrance, and staff parking spaces designated in the main parking lot. The remainder of the building and parking lot is shared with other tenants of the property. Information concerning incidents of crime in the parking lot is shared with all tenants of the property. Carter County Tomorrow, the landlord for the property, is responsible for the overall safety of the property. The Elizabethton Police Department is the primary servicing law enforcement agency for this site.

Northeast State at Kingsport consists of four buildings (Regional Center for Applied Technology, Regional Center for Health Professions, Kingsport Center for Higher Education, and the Regional Center for Applied Technology) in Kingsport, Tennessee .

The Regional Center for Applied Technology (RCAT) is classified under the Clery Act as a satellite building or property and is located at 222 West Main Street, Kingsport, Tennessee. The property consists of three computer labs, three classrooms, and five offices on one floor. All parking areas around this building belong to the city of Kingsport. Kingsport Area Transit System (KATS) occupies approximately half of the building. The Kingsport Police Department is the primary servicing law enforcement agency for this site.

Northeast State offers health related program classes at the Regional Center for Health Professions (RCHP) located at 300 West Main Street, Kingsport, Tennessee, and will be defined under the Clery Act as a satellite building or property. The RCHP consists of twenty-two classrooms and thirty offices on two floors. The building is shared with some city of Kingsport offices and a federal office. All parking areas around the building belong to the city of Kingsport. The Kingsport Police Department is the primary servicing law enforcement agency for this site.

Beginning August 2009, Northeast State offers classes at the Kingsport Center for Higher Education (KCHE) located at 300 West Market Street, Kingsport, Tennessee, and is defined under the Clery Act as a satellite building or property. This building consists of three stories and has thirteen classrooms and thirteen offices. The University of Tennessee, Lincoln Memorial University, King College, and Carson-Newman College offers classes at this location. All parking areas around the building belong to the city of Kingsport. The Kingsport Police Department is the primary servicing law enforcement agency for this site.

Beginning August 2009, Northeast State offers classes at the Regional Center for Advanced Manufacturing (RCAM) located at 305 West Main Street, Kingsport, Tennessee, and is defined under the Clery Act as a satellite building or property. This building consists of one level and has twelve classrooms and four offices. All parking areas around the building belong to the city of Kingsport. The Kingsport Police Department is the primary servicing law enforcement agency for this site.

Northeast State has offices at Gray. This campus is a one story building located at 104 Dillon Court, Gray, Tennessee and is defined under the Clery Act as a satellite building or property. This building consists of seven classrooms and thirteen offices with a small parking lot. Tusculum College offers classes in this building. The Washington County Sheriff's Office is the primary servicing law enforcement agency for this site.

Northeast State offers ITV classes at Mountain City. This site is a one story, one room building located at 2431 South Shady Street, Mountain City, Tennessee, and is defined under the Clery Act as noncampus building or property. All parking areas around the building belong to the city of Mountain City. The Mountain City Police Department is responsible for the safety of the property to include the parking lots.

Beginning August 2009, Northeast State offers ITV classes in Erwin, Tennessee. This site is a one room classroom located inside Unicoi County High School located at 700 South Mohawk Street, Erwin, Tennessee. All parking areas around the building belong to the city of Erwin, Tennessee. The Erwin Police Department is responsible for the safety of the property to include the parking lots.

Policy regarding access to institutional facilities and programs:

Campuses and facilities of Northeast State Community College are governed by Tennessee Board of Regents policy (Policy No. 3:02:02:00) and Northeast State policy (Policy No. 04:34:00, After Hours Building Access). During business hours, the college is open to students, faculty, staff, and guests of the college except when part or all of the campus, its buildings or facilities, are open to the general public for a designated time and purpose or when non-affiliated groups, organizations, or individuals have been granted approval. During non-business hours, access is by permission only. All individuals on campus during non-business hours must check with the office of Police and Safety upon entering and leaving campus property.

The Wayne G. Basler Library, located on the Blountville campus, is open to the general public during normal business hours.

All persons on campus including students, faculty, staff, visitors, and guests shall be subject to all rules and regulations of the college, Tennessee Board of Regents policy, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on campus agree by such operation to be subject to state traffic laws, college and Tennessee Board of Regents rules, regulations, policies, and procedures on traffic and parking.

All persons on campus shall provide adequate identification upon request to appropriate officials and police/security personnel of the college. Personnel and students of the college who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus and may be subject to lawful removal and prosecution.

Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institutions response to such reports:

Students, staff, faculty, and guests of the college are strongly encouraged to report all crimes and safety-related incidents immediately to the office of Police and Safety. The office of Police and Safety can be reached by calling extension 3255 on campus, 423.323.0255 noncampus or 423.677.7927 cell. Officers are available 24 hours a day, 365 days a year, to handle any request for assistance. Crimes may also be reported to any staff or faculty member of the college or the following campus security officials:

Blountville and Gray

Dr. Jon Harr, Vice President for Student Affairs, at 323.0231, noncampus, extension 3231, on campus, room P205A

Mr. Keith Glover, Coordinator, Student Development and Activities, at 354.2474, extension 3274, on campus, room A212

Dr. J. Christopher Lefler, Assistant Vice President, Evening and Distance Education, at 354.2425, noncampus, extension 3469, on campus, room C2404

Elizabethton

Mr. C. Keith Young, Director, Northeast State at Elizabethton, 547.8450, noncampus, extension 3530, on campus, room E106

Northeast State at Kingsport

Ms. Robin Dice, Director, Northeast State at Kingsport, 392.8024, noncampus, extension 2530 on campus, room R106

Regional Center for Health Professions (RCHP)

Mr. Donald S. Coleman, Dean of Health Related Professions, Regional Center for Health Professions, 354.2533, noncampus, extension 3333 on campus, room 110.

Kingsport Center for Higher Education (KCHE)

Ms. Kathy Thacker, Director, Kingsport Center for Higher Education, 354.5151, noncampus, extension 5151, on campus, room 104

Regional Center for Advanced Manufacturing (RCAM)

Mr. Larry Bristol, Director, Community Based Job Training Grant Program, Regional Center for Advanced Manufacturing, 354.5148, noncampus, extension 5148, on campus.

Mountain City

Dr. Christopher Lefler, Assistant Vice President, Evening of Distance Education, at 354.2425, noncampus, extension 3469, on campus, room C2404

Ms. Billie Blevins, Site Coordinator, Mountain City, at 727.5223, at 2431 South Shady Street, Mountain City, TN 37861

Campus police/security officers patrol the campus by automobile and foot. Emergency/Assistance telephones are located on the East and North sides of the Blountville campus and in the main parking lot of the Elizabethton campus. Emergency/Assistance telephones can be used anytime to contact 9.1.1 or the office of Police and Safety.

Police emergencies, fire emergencies, ambulance service, or other types of assistance can be obtained by calling the office of Police and Safety at 423.323.0255 (noncampus), extension 3255 (on campus), 423.677.7927 (cell) or 9.1.1. If a student, staff, faculty, or guest requests assistance from a local law enforcement agency, the office of Police and Safety will assist that person in any way possible to make the appropriate contact.

When a person asks for assistance or files a complaint, all pertinent information is obtained and documented. All reports are maintained in the office of Police and Safety. Reports are acted upon in a judicious manner consistent with Northeast State policies and legal procedures.

Crimes should be reported to the office of Police and Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

In the event that a situation arises, either on or noncampus, that, in the judgment of college officials or the director of Police and Safety, constitutes an immediate, ongoing or continuing threat, a campus- wide "timely warning" will be issued. The warning could be issued using one or all of the following means:

- e2campus alert emergency notification system.
- Campus Police and Safety website. To access “Crime Alerts” go to www.northeaststate.edu/CrimeAlert;
- Campus email system to students, staff, and faculty.
- Verbally by supervisors to employees and faculty to students;
- Flyers; and
- Through Building Coordinators to building occupants.

The e2campus emergency alert system is the primary means of communication the college uses to alert students, staff, and faculty of any threat.

Timely Warnings

Anyone with information warranting a crime alert/timely warning should immediately report the circumstances to the office of Police and Safety in person or by telephone. Northeast State utilizes the e2Campus alert system that allows students, faculty, and staff to receive updates and campus-wide emergency alerts on their cell phones, PDAs, and email. Campus Alert is a voluntary, opt-in system. The system will not be used to send advertisements, and user information will not be shared with third parties outside the college. There is no cost to participate in Campus Alert, other than normal fees your mobile service provider may charge for receiving text messages. If you prefer not to receive text messages, you have the option of receiving only email messages. To participate please go to the college’s main web site www.northeaststate.edu and click on “Campus Alert System” to register.

Policy for limited voluntary confidential reporting:

In accordance with state law, Northeast State Community College allows limited voluntary confidential reporting. The Northeast State office of Police and Safety encourages anyone who is a victim or witness to any crime to promptly report the incident to the campus police. Because police reports are public records under state law, the office of Police and Safety cannot hold reports of crime in confidence. If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the office of Police and Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Individuals who

wish to report a crime but remain anonymous may call the office of Police and Safety at 423.323.0255 for more information.

Policy encouraging pastoral and professional counselors, if allowed by the institution, to inform clients of voluntary, confidential crime reporting procedures:

Northeast State Community College does not employ pastoral or professional counselors for student, staff, or faculty counseling. Staff and faculty are encouraged to use the Employee Assistance Program (EAP) offered by the State of Tennessee. Staff and faculty can obtain more information about the EAP from the director of Human Resources and Affirmative Action Officer in room P308 or by calling extension 3226 (on campus). If needed, students are encouraged to contact their health care provider or the College Nurse at 423.323.0212 for more information in how to contact a pastoral and/or professional counselor.

Crimes disclosed to a pastoral or mental health counselor, serving in that capacity at the time of disclosure, are not subject to mandatory reporting. The term "pastoral counselor" is defined as a person who is associated with a religious order or denomination that recognizes him/her as someone who provides confidential counseling. The term "mental health counselor" is defined as a fully qualified and/or licensed professional whose official responsibilities include providing mental health counseling and is functioning within the scope of his/her license or certification. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors should inform the individual of voluntary disclosure procedures in accordance with applicable law.

Procedures for preparing the Annual Security Report:

The office of Police and Safety prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, Title 34, CFR 668.46, *Tennessee College and University Security Information Act*, and the *Robert Nottingham Campus Crime Scene Investigation Act*. This report is prepared in cooperation with local law enforcement agencies surrounding our main, satellite, and noncampus sites where classes are conducted. Classifying criminal offenses to be reported is the responsibility of the director of Police and Safety.

Campus crime, arrests, and referral statistics include those reported to the Northeast State office of Police and Safety, designated campus officials (including, but not limited to, directors, deans, department heads, and advisors to student organizations) as well as local law enforcement agencies. These statistics also include reported criminal offenses that occurred on public property adjacent to our main campus, satellite and noncampus buildings or property at

locations such as Northeast State at Gray, Northeast State at Elizabethton, Northeast State at Kingsport, RCHP, RCAM, KCHE, and the Mountain City noncampus sites.

The director of Police and Safety serves as the Campus Security Survey Administrator (CSSA) and as such is responsible for reporting certain criminal offenses to the United States Department of Education on an annual basis. Statistics reported to the United States Department of Education are available for review by October 1st of each calendar year.

Northeast State makes every effort to notify students, prospective students, staff and faculty as well as prospective staff and faculty. Each year email notification is sent to all enrolled students, staff and faculty giving a brief summary of the contents of the *Annual Security Report* and crime statistics. New employees are notified during the orientation process by the director of Human Resources. Prospective employees who use the Northeast State web site to obtain an application are notified on the "Employment" web page. Prospective students, as they apply for admission, are notified of the *Annual Security Report* on the Northeast State web page under "Admissions." The *Annual Security Report* may also be viewed at www.northeaststate.edu/SecurityReport. Copies may be obtained from the office of Police and Safety in person or calling 423.323.0255, noncampus, or extension 3255, on campus.

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

Northeast State Community College strives to maintain an environment that is free of intimidation and encourages education of students to their fullest extent. Therefore, the college will not tolerate acts or threats of acts of sexual assault, physical assault, or any type of violence.

A student who individually, or in concert with others, participates or attempts to participate in a sexual offense is subject to disciplinary actions by the College up to and including expulsion notwithstanding any actions that may or may not be taken by campus police or other law enforcement authorities.

Anyone who is a victim of sexual assault should take the following actions:

- Get to a safe place immediately. After experiencing a traumatizing event such as a rape, it is important to find a place where you can feel comfortable and safe from harm. This location could be an office, classroom, campus police office, or hospital.
- Call the police as soon as possible. If you are on the main campus, access one of the emergency telephones located on the North and East side of campus or call 323.0255 (noncampus), extension 3255 (on

campus) or 9.1.1. Police personnel will immediately respond to your call. By calling the police you are reporting the crime that was committed against you as well as seeking the protection of the police.

- Call someone to be with you. If you do not want a friend or a family member to accompany you to the hospital or police station, a campus police officer will assist you or an individual from the Sexual Assault Response Center 276.466.2312 can respond.
- Preserve all physical evidence. If possible, do not bathe, douche, eat, drink, smoke, urinate, brush your teeth, or change your clothes. Do not disturb anything in the area where the assault occurred; you may destroy evidence. If you change your clothes, take the clothes you were wearing to the police or hospital in a paper bag. Plastic bags may destroy evidence.
- Seek medical attention. You may have sustained injuries from the attack or contracted a sexually transmitted disease. The sooner you seek medical attention the better. The local emergency room is the best place to seek medical assistance. Emergency room personnel can not only treat you for injuries and sexually transmitted diseases but can also administer a Physical Evidence Recovery Kit (PERK) which gathers physical evidence in the event you pursue a criminal investigation.
- Seek follow-up counseling. Whether or not you report the assault or prosecute, a trained counselor can help you with emotional trauma of an assault. You may call the Sexual Assault Response center (928-4710), the College Nurse (extension 3212 on campus), or the campus police office (extension 3255). Information you provide will be kept confidential upon request.

Reporting such an assault does not mean the victim must press charges or take the incident to criminal court. The reporting does establish a record of the incident for later use by college and/or civil authorities. If requested, the office of Police and Safety will make every effort to preserve evidence at the scene of the crime and compose an accurate description of the events leading up to the attack.

Assaults against a student by staff or faculty should be reported through the office of Police and Safety to the vice president for Business Affairs. Assaults against a student, staff, or faculty by a student should be reported through the office of Police and Safety to the vice president for Student Affairs. In either case, the assault should be reported as soon as possible after the action. Students accused of sexual assaults have the following rights:

- The college disciplinary procedures include the right for the accused and the complainant to be present at any hearing.
- The right to have a support person present during the hearing. This person is not entitled to represent the complainant or to assist in the testimony.
- The right to have evidence of his/her past sexual history with third parties admitted as evidence.
- The right to have a hearing closed to spectators unless both the accused and the complainant consent in writing to have the hearing open to the public.
- The right to know the outcome of the hearing as defined by the *Federal Educational Rights and Privacy Act*.
- The discipline for acts of sexual assault may include suspension or dismissal from college.

If requested by victims of alleged sexual offenses, the college will adjust class schedules or other reasonable actions that will reduce fear or concern. Any victim of sexual assault in Northeast Tennessee should call the hotline listed below.

Crisis Center/Sexual Assault Outreach Program

Hotline	276.466.2312
email	info@crisiscenterinc.org

Northeast State provides college-wide programs that focus on sexual assault. These programs focus on current strategies available to prevent sexual assault, self defense techniques, use of chemical spray and actions to take if you are sexually assaulted. The College Nurse, in coordination with the office of Police and Safety, coordinates these programs. For more information on Northeast State's sexual assault program, please contact the College Nurse at 423.323.0212, noncampus, ext. 3212, on campus, or stop by room C2113.

A statement of policy regarding sexual harassment, racial harassment, and hazing:

Any form of sexual harassment, racial harassment, and hazing will not be tolerated by college officials in any form. Alleged violations should immediately be reported to the Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer who also serves as the Human Resource Officer for the college. Such allegations will be investigated and adjudicated according to TBR Policy P-080. Questions should be addressed to the EEO/AA Office at extension 3226.

A statement of policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs:

Drug and alcohol abuse hampers the effectiveness of students to learn, teachers to instruct, and employees to do their jobs correctly. The abuse not only endangers the abuser but also jeopardizes the health and safety of others. The possession, sale, manufacture, or distribution of any alcoholic beverage or drug is prohibited on campus by both federal and state law. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. Violators are subject to disciplinary action by the college and/or criminal prosecution which could result in a fine and imprisonment.

Northeast State is committed to a drug-free campus. Therefore, pursuant to the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendment of 1989*, the following statement is made:

The unlawful manufacture, distribution, possession, and/or use of alcohol and illicit drugs on the campus, in the workplace (on or noncampus), on property owned or controlled by Northeast State, or as part of any activity of Northeast State is strictly prohibited.

As a condition of employment, each employee, including student employees (College Work Study students are considered to be employees), must abide by the terms of this policy and must notify the office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilty, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body.

Possible disciplinary sanctions for students who fail to comply with the terms of this policy may include one or more of the following depending upon the severity of the offense: 1) expulsion, 2) suspension, 3) mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program, 4) referral for prosecution, 5) probation, 6) written warning, or 7) reprimand.

Moreover, all state and/or federal financial aid recipients are required to sign a certification agreeing not to engage in the unlawful manufacturing, distributing, or using of a controlled substance during the period of his/her grant. This certification applies even if the student is noncampus or on a school break.

If a student is convicted of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period of the grant, the student must notify the Director, Grants and Contract Services, U.S. Department of Education, in writing within 10 calendar days of the conviction.

Failure to report the conviction subjects the grant recipient to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment. If debarred, the student shall be ineligible for award of any grant from a federal agency for a period of five years.

In accordance with state law, any criminal allegation dealing with drugs or alcohol must be reported in the crime statistics submitted monthly to the Tennessee Bureau of Investigation.

A statement of policy addressing substance abuse education:

Northeast State Community College has developed a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, referral for counseling services and college disciplinary action.

The College Nurse is the primary person responsible for coordinating drug and alcohol education for students and employees. However, many services are coordinated by other departments and listed below:

Alcohol and Drug Education: College Nurse, Employee Assistance Program (for employees), and college health classes.

Counseling Services: Employee Assistance Program (for employees), College Nurse, college counselors or campus police for referral to an appropriate agency.

College Disciplinary Actions: Vice President for Student Affairs.

A statement of policy regarding the possession of weapons by campus police and any other person

As provided in Tennessee Code Annotated 39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on any Northeast State campus. State law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars (\$3,000) for carrying weapons on school property.

Campus police officers, in accordance with T.C.A. 49-7-188, Peace Officer Standards and Training standards, and TBR policy 5-01-07-00 are authorized to carry firearms, chemical spray, and a baton. Officers are issued these weapons only after successfully completing training in the use of their personal firearm, chemical spray, and baton. Additionally, officers must undergo annual weapons

training and demonstrate skill in their use as established by state law and orders established by the director of Police and Safety.

Description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be aware of their own security and the security of others:

At a minimum, annually Northeast State Community College implements the *Emergency Preparedness Plan* at all campus sites. Students, staff, and faculty have the opportunity to practice the established safety procedures.

Campus police brief incoming students at all Student Orientation sessions about security procedures, programs offered, ways to prevent crime on campus and the fact safety has to be everyone's responsibility. .

Northeast State encourages students, staff, and faculty to utilize the e2campus emergency alert system. e2Campus is a self-service, web-based, mass notification system that enables emergency and non-emergency messages to be instantly communicated to students, staff, and faculty through cell phone text messaging, landline, PDA, Blackberry, web page, and email.

"Safety tips" are made available to students when they receive *the Traffic and Parking Regulations*.

Staff and faculty are informed of the college safety program during Employee Orientation sessions. Additionally, safety issues are discussed with staff and faculty during annual in-service training.

Annually, campus police conduct special topic presentations for the students, staff, and faculty.

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

Northeast State does not provide housing to students. Staff and faculty who take students noncampus for student activities are advised that criminal behavior involving students should be reported to the local police and the campus police as soon as possible.

Security considerations used in the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting:

The office of Police and Safety and Plant Operations employees continuously monitors outdoor lighting and any problems are brought to the attention of the director of Plant Operations and Maintenance for resolution. Monthly fire extinguisher inspections are conducted in all buildings owned or leased by the college. Fire alarms are checked and serviced periodically. In addition, campus

police officers and Building Coordinators/Assistant Building Coordinators routinely report hazardous, unsafe, and potentially unsafe conditions found to exist on campus.

Office of Police and Safety
Northeast State Community College
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Emergency Cell 423.677.7927

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