

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Crime Awareness, Campus Safety, College/University Security Information Act****EFFECTIVE DATE: July 1, 2000; Revised May 5, 2023;****Revised January 29, 2024 (updating job title and policy number); Revised April 1, 2025;****Revised September 1, 2026****Purpose**

The purpose of this policy is to set forth ways in which Southwest Tennessee Community College (“Southwest” or “the College”) will address safety on its campuses.

Introduction

This policy is intended to support the College’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended, and the State of Tennessee’s College and University Security Information Act of 1989, Tennessee Code Annotated § 49-7-2201, et seq.

Policy**I. Reporting of Criminal Activities**

Individuals who witness criminal activity, discover that a crime has taken place, or observe suspicious behavior are strongly encouraged to promptly report these matters to the Department of Police Services/Public Safety. The officer taking the report will note information about the activity such as the date, time, location, person(s) involved, etc. as needed. When a felony crime is committed on campus the senior officer will:

- call the Memphis Police Department
- notify the Chief of Administrative Services
- preserve the crime scene
- accurately document the incident

The College will issue timely warnings and emergency notifications when required by applicable law and College emergency communication procedures.

II. Access to Campus Facilities

A. Southwest campuses are open to the public for the purpose of conducting business with the school. Application for [Use of Facilities](#) is made through the Physical Plant Department.

B. All individuals on Southwest property, including students, faculty, staff, and guests shall

*Spring of 2023, policy 3:00:00:00/1, Compliance with College and University Security Information Act of 1989, merged with 5:00:00:00/6, Crime Awareness and Campus Safety and 5:00:00:00/17 Threatening Calls. The merged policy is 1:00:00:00/21, Crime Awareness, Campus Safety, College/University Security Information Act. In 2024, policy 1:00:00:00/21 was moved to Section 6 of the policy manual the policy number became 6:00:00:00/21.

be subject to all rules and regulations of the College and the Tennessee Board of Regents (TBR) that are applicable to the conduct of individuals on campus. They are also subject to applicable federal laws, state laws, and city ordinances.

- C. All individuals on the campus shall, upon request by authorized officials or public safety personnel, provide adequate identification. Individuals who refuse to provide such identification shall be requested to leave campus or, if they refuse, be subject to lawful removal and prosecution.
- D. Students, employees, and visitors to the College are encouraged to report potentially unsafe building or equipment conditions to the Police Services/Public Safety Department. They will, in turn, report such conditions to the Director of Physical Plant or designee.

III. Campus Law Enforcement

- A. Southwest's Police Services officers are certified police officers with statutory arrest power. Officers are on duty at night, after class hours, and on weekends.
- B. Surveillance cameras are located strategically on the campuses.
- C. The College recognizes that campus security embraces the entire community. In order to provide a free, orderly, and safe environment in which its members may pursue their various activities, Southwest encourages the accurate and prompt reporting of all crimes. Police Services will be prompt and professional in its dealings with those who report crimes. Reports will be handled consistent with applicable law and College policy. The College will protect the rights of people reporting crimes to the extent permitted by law.

IV. Off-Campus Student Organization Event

All Southwest-sponsored off-campus events require prior written approval of the Student Leadership and Engagement Department and the attendance of at least one (1) faculty or staff sponsor. When the activity is sufficiently large, additional security is necessary. Sponsors are charged with overseeing the safety of the event and reporting all criminal activity to Police Services. The commission of a felony crime will be promptly reported to law enforcement, including the Memphis Police Department, when applicable.

V. Campus Drug and Alcohol Policy

The use or possession of alcoholic beverages, tobacco products, drugs, and drug paraphernalia on Southwest owned or controlled property is governed by Southwest policy [6:05:01:01/19](#), Prohibition on Drugs, Drug Paraphernalia, and Alcoholic Beverages.

VI. Procedures for Reporting Sexual Misconduct

- A. Complaints of alleged sexual harassment should be made to the Office of the Chief of Staff using the [linked reporting form](#). See Southwest Policy No. [3:06:00:00/24](#), Sexual Misconduct.

B. Sexual assaults should be reported to the Police Services/Public Safety department.

Threatening Calls

Threats received by telephone, email, text message, social media, or other means must be treated as potentially serious and reported immediately.

An employee who receives a call of a threatening nature directed towards people, property, or equipment connected to the College (students, faculty, staff, buildings, grounds, etc.) should observe as many details as possible such as the:

- caller's voice--sex, age, accent, tone of voice, background sounds, etc.
- date and time the call was received
- exact words used
- time the caller hung up

The observations should be documented immediately.

The following questions should be asked if the caller made a bomb or fire threat:

- time the bomb will explode or the fire will be started
- location of the bomb or fire
- type of bomb
- how the bomb looks
- why the caller placed the bomb or started the fire
- from where the call is being made

Notify the Police Services/Public Safety department immediately. The recipient should not delete, forward, or alter an electronic threat except as directed by law enforcement.

College and University Security Information Act of 1989

The College and University Security Information Act of 1989 enacted by the Tennessee General Assembly requires Tennessee colleges to report crime annually to the Tennessee Bureau of Investigation. Southwest's Police Services/Public Safety department shall comply with this requirement pursuant to instructions from TBR. The College will:

- A. Report annually statistics for crimes occurring on the College's campuses.
- B. Publish and distribute a report of the crime rates reflecting each of the most recent three (3) years. The crime rates will be based on the number of fulltime equivalent (FTE) students and the number of FTE employees.
- C. This report will be updated annually and kept on file in the Police Service/Public Safety Office.

- D. Notify applicants for admission to the College of the availability of the report of crime statistics and rates. This notice will be included on the application for admission.
- E. Notify students of the availability of the College's public safety policies. This notice will be included in the College's pre-admission materials and the Student Handbook.
- F. Provide to applicants for admission or current students a copy of the report on crime statistics and rates and information related to the College's security policies, upon request.
- G. Provide to employees a copy of the report on crime statistics and rates and information related to the College's security policies, upon request.
- H. Post public notices stating that the College's security policies are available and how the information may be obtained.
- I. Make the report available via a Tennessee Open Records Request pursuant to the state's Open Records Act.

Source of Policy: _____

Responsible
Administrator: Chief of Admin Services

5:00:00:00/41

Related Policy: 3:02:00:01/8: 5:00:00:00/9

TBR Policy Reference: 3.02.00.01

Approved: 
President

Date: September 1, 2026