# Table of Contents

MESSAGE FROM INTERIM CHIEF OF POLICE BRUCE HOLDEN ...................................................... 1

THE JEANNE CLERY ACT

What is the “Jeanne Clery” Disclosure Act? .................................................................................. 2
The Clery Act Requirements ............................................................................................................. 2
Preparation of the Annual Disclosure of Crime Statistics ................................................................. 3

UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER POLICE DEPARTMENT ............. 3

Mission & Core Values Statements ................................................................................................ 4
Officers and Training ....................................................................................................................... 4
Authority, Jurisdiction and Working Relationship with Surrounding Agencies ......................... 4
Accurate and Prompt Reporting ..................................................................................................... 5

REPORTING A CRIME, EMERGENCY OR SUSPICIOUS ACTIVITY ............................................. 6

SECURITY AND ACCESS TO CAMPUS FACILITIES ................................................................ 7

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES ......... 7

TIMELY WARNINGS .......................................................................................................................... 9

CAMPUS SECURITY AUTHORITIES .............................................................................................. 9

Professional Counseling Staff Exception to Campus Security Authority Status ......................... 10

MONITORING AND RECORDING OF CRIMINAL ACTIVITY ..................................................... 10

CRIME PREVENTION AND EDUCATION ..................................................................................... 11

EMERGENCY RESPONSE AND EVACUATION PROCEDURES ................................................ 12

Reporting Emergencies .................................................................................................................. 13
Emergency Actions Information ..................................................................................................... 13
Inclement Weather ......................................................................................................................... 14
UTHSC Alert .................................................................................................................................. 15

MISSING STUDENT NOTIFICATION PROCEDURES ............................................................ 16

TENNESSEE SEX OFFENDER REGISTRY ...................................................................................... 17
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Misconduct and Relationship Violence</td>
<td>18</td>
</tr>
<tr>
<td>Sexual Assault Awareness and Prevention</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month</td>
<td>19</td>
</tr>
<tr>
<td>Domestic and Sexual Assault/Violence Resources</td>
<td>19</td>
</tr>
<tr>
<td>Additional Information and Resources</td>
<td>20</td>
</tr>
<tr>
<td>Alcohol and Illegal Drugs</td>
<td>20</td>
</tr>
<tr>
<td>Weapons</td>
<td>21</td>
</tr>
<tr>
<td>Crime Statistics</td>
<td>23</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>25</td>
</tr>
<tr>
<td>Annual Fire Safety Report</td>
<td>28</td>
</tr>
<tr>
<td>Fires in On-Campus Student Housing Facilities</td>
<td>29</td>
</tr>
<tr>
<td>Operations</td>
<td>31</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
</tr>
<tr>
<td>How Campus Police Activities Affect You</td>
<td>32</td>
</tr>
<tr>
<td>Tips for a Safe Campus</td>
<td>33</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>34</td>
</tr>
<tr>
<td>Campus Police Glossary</td>
<td>35</td>
</tr>
</tbody>
</table>
On the behalf of the University of Tennessee Health Science Center Police Department, we want to welcome faculty, staff and students to our Campus. We hope you find our Campus a place where you will be comfortable, safe and proud to be part of our Campus community. Our Campus Police, collectively, has made it our mission to see to it that we give and continue to give you the best service possible. Though no Campus is immune to crime, our department strives to minimize the opportunity for it to occur on our Campus.

The way we do that is to have our Patrol and Security Officers be as visible as possible to deter criminal activities. We want to encourage our faculty, staff and students to engage with our officers whenever possible, to get to know them and hopefully by doing this will make safety a shared responsibility in keeping our Campus safe. Campus Police is asking all to be active participates in your personal safety by considering the following precautions:

- Report any crimes and suspicious activities to our department immediately
- Refrain from leaving properties unattended and unsecured (electronics and backpacks, etc.)
- Always be sure to lock your vehicles and don’t leave any valuables visible in your vehicle
- Avoid walking alone at night.
- We encourage you to use our escort service Campus Police provides at night.

If using any campus phone dial 8-4444. If using your cell phone dial (901)448-4444
THE JEANNE CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at (20 USC § 1092(f)), as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to it.

The purpose of the Clery Act is to provide the campus community with timely, accurate and complete information about crime and the safety of campus so that they can make informed decisions to keep themselves safe.

What is the "Jeanne Clery" Disclosure Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to it.

The law, originally enacted by Congress in 1990 as the Campus Security Act, was championed by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires Colleges and universities to publish an annual report every year by October 1st that contains three (3) years of crime statistics and certain security policy statements including sexual assault policies which assure basic victims’ rights, the law enforcement authority of campus police and where the students should go to report crimes.

The Clery Act Requirements:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires that colleges and universities:

Publish an annual report by October 1 that contains three (3) years of campus crime and fire safety statistics and certain campus security policy statements;

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other university officials who have “significant responsibility for student and campus activities;”

Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees;
Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;

Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”; and

Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

**Preparation of the Annual Disclosure of Crime Statistics**

Crime statistics which are provided in UTHSC’s *Annual Security Report* are based upon incidents reported by campus security authorities and local law enforcement agencies. The University shall annually report statistics for the three (3) most recent calendar years concerning the occurrence of crime on campus, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the *Clery Act*) for occurrences of Murder, Manslaughter, Sexual Assault (Forcible and Non-forcible), Domestic Violence, Dating Violence, Stalking, Robbery, Arson, Aggravated Assault, Burglary, and Motor Vehicle Theft; statistics on *arrests* for Liquor Law and/or Drug Abuse Violations as well as Weapons Violations; statistics on *disciplinary referrals* for Liquor Law and/or Drug Abuse Violations as well as Weapons Violations; and statistics on Hate Crimes. UTHSC-PD will make the determination as to whether a reportable offense has occurred. These reports will be compiled to prepare the annual *Campus Crime and Security Survey* for submission to the United States Department of Education, Office of Postsecondary Education. This survey may be viewed online at: [http://ope.ed.gov/security/](http://ope.ed.gov/security/)

UTHSC’s *Annual Security Report* will be made available online to the public by October 1 of each year. This report will be posted to the UTHSC-PD website: [http://www.uthsc.edu/campuspolice/clery-act/index.php](http://www.uthsc.edu/campuspolice/clery-act/index.php)

A paper copy of this report is available upon request. Please contact Ms. Carolyn Smith at 901-448-6450, or csmith52@uthsc.edu.

**UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER POLICE DEPARTMENT**

The University of Tennessee Health Science Center (UTHSC) campus boasts a current population of over 6500 faculty, staff, and students. As in all communities, public safety, crime, and the loss of property are a daily concern. This report reflects our commitment to providing services in a professional manner to the public which we serve. It is our hope that you will find everything here that you need to know about safety, security, and police services. Our web page has been redesigned to facilitate easy access to our most requested information on programs and services, crime information, and our annual safety and fire report, which contains various reports and links to comprehensive crime statistics for our campus.

The UTHSC Police Department (UTHSC-PD) is responsible for the safety and security of the campus and the University community. We believe everyone can play an important role in keeping the UTHSC campus
a safe place to learn, work and live. By following a few safety guidelines--such as securing your personal property and reporting suspicious activity and suspicious persons right away--YOU can help the UTHSC-PD deter criminal activity. Please take an active ownership role in making the UTHSC a more safe community.

The UTHSC-PD reports to the Office of the Executive Vice Chancellor. The contact information is as follows:

Office Location: 205 Hyman Administration Building, Memphis, TN 38163, 901-448-2785.

**Mission & Core Value Statements**
The Mission of the Campus Police Department is to support the research and educational mission of the UTHSC by providing the university community and its visitors with a safe environment in which to learn, work, live, and grow.

We will accomplish our Mission by maintaining a commitment to serve the community with excellence. We will also serve in a professional, courteous manner, while affording dignity and respect to all individuals.

**Contact Information**
UTHSC-PD may be contacted at:

UTHSC Police Department  
740 Court Avenue, Memphis, TN 38163  
E-mail: utpolice@uthsc.edu  
Telephone: 901-448-4444  
Emergency: 911

**Officers and Training**
Personnel functions of the Campus Police are handled by the chief of police. These include screening, selection, training, equipping, deploying, scheduling, and record keeping.

All police officers undergo a variety of training. Basic police officer training currently requires 460 hours of instruction at a state or regional police training academy. All incoming officers must attend 1-2 weeks of orientation on departmental and University-wide policies, rules, and regulations. Police officers receive basic police training at the State Training Academy at Donelson, Tennessee, the Memphis Police Academy, or the Shelby County Sheriffs’ Academy within their first six months of employment, and 40 hours of in-service training annually. Police officers undergo training in areas of first aid, cardiopulmonary resuscitation (CPR), HIV infection, child abuse, police defensive tactics, officer stress, report writing, crime scene preservation, law, as well as other related topics.

**Authority, Jurisdiction and Working Relationship with Surrounding Agencies**
The University of Tennessee and its Board of Trustees, through a State Police Commission authorized by T.C.A. 49-7-118, et seq., may establish a University police service. Police officers receive the Commission
on Peace Officers Standard and Training (POST) certification. They have general police powers, including powers of arrest necessary to enforce Federal and State laws, as well as the university rules and regulations.

On all property owned, operated or controlled by UTHSC, its police officers have the responsibility for the detection and suppression of criminal activities. This is accomplished through the enforcement of federal laws, state laws, ordinances, and the University of Tennessee regulations. The enforcement process is carried out through a variety of discretionary alternatives, such as arrest and incarceration, detention and referral reporting, and investigations.

The chief of police functions as the administrative head of the department.

The organizational structure of the UTHSC Campus Police is comprised of the Director of Parking Services/Chief of police, captain, lieutenant of police, police sergeants, police officers, community service officers, security officers, police dispatchers, and clerical personnel.

UTHSC-PD’s officers are empowered “to enforce all state laws as well as rules and regulations of the ... Board of Trustees.” The authority granted” extends to all facilities or property owned, leased, or operated by the...Board of Trustees, including any public roads or right-of-way which are contiguous to or within the perimeter of such facilities or property.”

As set forth by the statute and as a matter of policy, these officers are authorized and expected to exercise full police powers necessary while on UT property, as defined above. Officers may also exercise full police powers on “public roads or right-of-way which are contiguous to or within the perimeter” of The UT Health Science Center campus; such action, however, must be limited by the following guidelines: The Shift Supervisor of each shift is required to respond to all such incidents on the perimeter of the campus in a lawful, prudent manner. The Memphis Police Department must be advised at the onset of any off-campus police action, and the matter will, if appropriate, be turned over to the MPD upon its arrival at the scene.

The Campus Police Department has entered into a Mutual Aid Agreement with the City of Memphis and the Memphis Police Department extending statutory authority to the Medical Center District.

**Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the University of Tennessee Health Science Center – Campus Police (UTHSC-PD) in a timely manner. This publication focuses on UTHSC-PD because it patrols the UTHSC campus.

To report a crime or an emergency on the UTHSC campus, call UTHSC-PD at extension 8-4444, or, from outside the University, 901-448-4444. To report a non-emergency security or public safety related matter, call UTHSC-PD at the same numbers above.
REPORTING A CRIME, EMERGENCY OR SUSPICIOUS ACTIVITY

To report suspicious or criminal activity or other emergencies, dial the Campus Police Dispatcher at Extension 84444, or when off campus 448-4444. The UT Campus Police provides twenty (24) hours, seven (07) days a week uniform foot and vehicle patrol service on campus and contiguous streets. Additionally, the police department operates a twenty four (24) hour communication office. A dispatcher is always available to obtain information, or notify campus police of the problem. (See Communications section in this pamphlet for additional information)

In the event of an accident, crime or other emergency on campus, DIAL CAMPUS POLICE FIRST (901 448-4444), BEFORE DIALING 911. City Police are not familiar with all of the buildings on campus and dialing 911 first may slow response time. Once contacted, campus police will respond and contact the appropriate personnel, including Memphis police, if necessary.

The communication office telephone numbers are widely published in city campus directories, crime prevention literature, and also provided in orientation sessions. Help phones are also available at various locations with direct access to communications.

"Blue Light" emergency telephones have been strategically located throughout the campus and students are urged to use these phones to report suspicious or unusual behavior. Note the location of these phones and make a test call to assure yourself that the system works - if you place such a call, however, please inform the dispatcher at the onset that your call is a “test.” If you have any questions or problems we can help you with during your experience at UTHSC, please feel free to stop by our office at 740 Court Avenue.

Victims of crimes may contact the police communication office and a police officer will be dispatched to their location. An offense report will be prepared, and a full investigation will be conducted. Mutual cooperation is maintained with city, county, state, and federal law enforcement agencies for processing criminal incidents in the appropriate jurisdiction.

Specialized assistance and counseling are available not only from within the University, but also through local support agencies, such as the Memphis Sexual Assault Resource Center. Victims of any sexual assault are encouraged to notify police authorities as soon as possible. The campus police will come to the scene and start the initial report as well as notify the proper personnel required for the nature of the call.

If you are the victim of a personal injury, or a witness to an injury to another party, please notify the campus police communication office to speak with a police dispatcher (8-4444). The dispatcher will immediately dispatch a police officer, contact the appropriate medical personnel in University Health and contact the Memphis Fire Department to dispatch an ambulance; if one is required.

Students, faculty and staff are encouraged to see a counselor after any sexual assault. Students at UTHSC will be referred to a counselor provided through Student Health. Faculty and staff may choose to visit private counselors or a local support agency.

To submit a confidential/silent witness report, go to: UTHSC Campus Police Confidential/Silent Witness Report
SECURITY AND ACCESS TO CAMPUS FACILITIES

All individuals associated with the University of Tennessee Health Science Center, are required to wear a UT ID card in a visible fashion and must present it upon request of UT police officers, faculty or staff. This requirement became effective in January 1991. Key control is absolutely essential in providing adequate security for UT Health Science Center facilities and activities. All personnel who are entrusted with keys must closely adhere to the policies and procedures outlined in this document.

The University’s campuses and facilities shall be restricted to students, faculty, staff, guests and other invitees except on such occasions when all or part of the campuses, buildings, stadia and other facilities are open to the general public.

General

1. This document outlines policies and procedures governing ID cards and the Card Reader System as well as UT building keys and the Key Control Program. Sample forms for use in implementing these policies and procedures are attached.

2. The Chief of Campus Police will have the principal responsibility for administering the Identification Card/Card Reader System and the Key Control Program for the UT Health Science Center campus, and shall be available for consultation and advice in resolving security related questions. Only the Chancellor or his designee can overrule Campus Police in matters of Identification Cards/Card Reader System and Key Control.

3. The Identification Card and keys issued by Campus Police to faculty and staff is for their official use on the UT Health Science Center campus. The Identification Card and all building keys remain the property of the University and must be returned to Campus Police upon termination or transfer, etc. Failure to return the ID and keys will subject the individual to penalties and restrictions outlined elsewhere in this document.

4. Students, upon graduation, may retain their ID cards, ONLY IF the graduation date on the card is the correct expiration date. Students, upon withdrawal, must return their ID cards. Failure to return ID cards will result in penalties and restrictions outlined elsewhere in this document.

5. Vice chancellors, deans, chairpersons, department heads and directors having approval authority for issuance of card reader ID cards and keys will insure that proper controls and safeguards are maintained to protect the integrity of the Security Card Reader Access System and security of UT Health Science Center facilities and activities. They will likewise insure that card reader access authorization and key authorizations are limited to those individuals within their activity who have an official need.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

UTHSC’s Facilities Services strives to ensure that campus facilities, grounds, and landscaping are maintained in such a way as to eliminate natural obstructions that could become safety concerns. UTHSC has over 80% of its academic and research facilities having card swipe access externally and internally. Several buildings have access to open/close at predetermined times/dates (timed door locks). The remaining buildings have preset times/dates that the card swipes will allow access.
There are twenty-one (21) help phones (Emergency Call Boxes) located throughout the UTHSC Campus in strategically locations. When activated they will automatically contact the UTHSC-PD dispatcher.

There are 180 security cameras located throughout the UTHSC Campus in strategic locations. Security cameras are found in the interior and exterior of the UTHSC buildings.

Escort Service

Campus Security and Police Officers escort staff, faculty, and students within the Medical Center area from dusk to dawn hours; or other appropriate periods, such as weekends and/or holidays.

The escort service may be provided by University vehicle or foot, whichever is appropriate. Escorts are not provided for individuals outside of the medical center, and beyond the normal designated campus area. Occasionally, emergency escorts may be granted in rare instances; but such request(s) must be approved by the Chief of Police, Shift Commander or their designate. Escorts are provided and limited for personal safety conveniences, and it is not a shuttle service. Individuals requesting an escort should call the Campus Police Dispatcher at 448-4444, give their location, destination, and name.

Security

Providing security for the University's property is accomplished on a 24-hour-a-day, seven-days-a-week basis by maintaining control over the property contained on the University sites. This constitutes the second major utilization of man-hours. Locking and unlocking doors and windows, securing gates, activating alarms, and continued checks of University facilities are only a part of this function. Officers who are on patrol respond to alarms that have been set off.

Patrol

The patrol activity constitutes the major utilization of man-hours. This function involves preventative patrol of all properties owned, administered, controlled or utilized by the University. The purpose of the patrol is to detect problems of either a traffic, security or safety nature.

Traffic

The traffic function involves parking enforcement, the issuance of citations and accident investigation on the campus and other streets contiguous to the University.

Solicitation on University Property

*Solicitation in non-public areas of the University.* Both commercial and noncommercial solicitation are prohibited in non-public areas of the university.

*Solicitation in public areas.* Solicitation and sales in public areas are restricted to invite’s and registered organizations and to faculty, students and staff of the University, with prior approval. Such solicitation is subject to reasonable restrictions as to time, place and manner.
TIMELY WARNINGS

The UTHSC Campus Police, in consultation with the Executive Vice Chancellor or his/her designee, is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to UTHSC-PD. In the event that a situation arises that requires issuance of a warning, these warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Clery Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following:

- Crimes reported to Campus Security Authorities (CSA) or local police agencies; and
- Crimes considered by the institution to represent a serious or continuing threat to students and employees
- Any other crimes as deemed necessary

Upon receipt of all relevant information, such warnings will typically be issued within twenty-four hours.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the university’s alert system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police Department may also post a notice on the campus-wide electronic bulletin board, providing the university community with more immediate notification. In such instances, a copy of the notice is posted around campus. Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department, by phone (448-4444) or in person at 740 Court Avenue.

CAMPUS SECURITY AUTHORITIES

The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSA’s). The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Clery Act regulations define a campus security authority (CSA) as:
- A member of a campus police department or a campus security department of an institution.
• Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)

• Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of an institution.

A list of CSA title positions, on this campus, can be viewed at: CSA Position Titles

**Professional Counseling Staff Exception to Campus Security Authority Status**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

*Pastoral Counselor*

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**Monitoring and Recording of Criminal Activity**

UTHSC-PD does not provide law enforcement service to off-campus residences of recognized fraternity and sorority organizations nor are activities off-campus recognized by university authority. Criminal activity at recognized fraternity and sororities residences is monitored and recorded by the Memphis Police Department. UTHSC-PD has a close working relationship with the Memphis Police Department when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.
**Crime Prevention and Education**

Campus Police has a comprehensive crime prevention and personal safety program. This program includes literature and general information on personal safety, protection of property, car and motorcycle theft prevention, office security, night safety, campus watch, sexual assault, acquaintance rape, dormitory safety, harassing telephone calls, and vacation tips. Crime prevention classes and safety seminars are held upon request, during new hire orientation and during new student orientation. Also, videos are online and are available 24/7. They are on our homepage and also via links. They are as follows: On [www.uthsc.edu/campuspolice/](http://www.uthsc.edu/campuspolice/), one can view “Surviving an Active Shooter Event” video (right side of our homepage). Via the link (left side on our homepage), one can select “360 Stay Safe,” log in and view videos regarding the following topics: Introduction to the videos, Protect Your Possessions and Identify, Sexual Assault, Controlling Behavior, Stalking, Everyday Safety, Common Sense Defense and Safe Travel.

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<th>Department:</th>
<th>Contact Information:</th>
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<tr>
<td>UTHSC Campus Police</td>
<td>901-448-4444</td>
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<td></td>
<td>M-F 7:30 a.m. – 4:30 p.m.</td>
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<td>University Health Services</td>
<td>901-448-5630</td>
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<td></td>
<td>901-541-5654 (After 5:00 pm)</td>
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<td>UTHSC Student Assistance Program</td>
<td>24 hours a day/7 days a week</td>
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<td>1-800-327-2255</td>
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**Community Resources**

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<th>Department:</th>
<th>Contact Information:</th>
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<tr>
<td>The Exchange Club of Memphis</td>
<td>24-Hour Hotline: (901) 276-2200</td>
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<td></td>
<td>2180 Union Avenue</td>
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<td></td>
<td>Monday-Friday 8:30 a.m. – 4:30 p.m.</td>
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<td>Memphis Sexual Assault Resource Center</td>
<td>Monday – Friday 8:30 a.m. – 5:00 p.m.</td>
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<td></td>
<td>901-272-2020</td>
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<tr>
<td>Shelby County Crime Victims Center</td>
<td>Monday – Friday 8:00 a.m. – 4:30 p.m.</td>
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<td></td>
<td>901-545-4357</td>
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<td>Memphis Area Legal Services</td>
<td>901-523-8822</td>
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*Campus Crime Statistics are posted each month*

*Campus Safety Tips*

*TBI Sex Offender Web site*

*Identity Theft*
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Emergency Response Plan is intended to provide a system for handling emergencies which are of sufficient magnitude to cause a significant disruption of the functioning of all of the activities on the UTHSC campus and within its community.

Every emergency situation requires a specific response in terms of how the Police must respond. Our response is determined by the need of our resources and whether the incident is criminal in nature.

The type of emergency will require Campus Police to address each one on an individual basis; however we have guidelines which have been set in place to ensure containment of the incident.

Currently, the UTHSC Campus Police Department experiences more activities involving emergencies which are defined as “Minor Emergencies,” those which have limited impact on the university’s overall functioning. Most of these emergencies are not criminal in nature and must be addressed through a coordinated effort by the colleges to bring about a successful plan of action during an emergency.

UTHSC has detailed plans in place to deal with emergencies and crisis that may occur on campus.

In the event that the campus community must be notified of an emergency or crisis on campus, the following mechanisms could be used:

- Mobile Phone (via SMS)
- Phone messaging system
- Text messaging utilizing E2 Alert
- Web Pages:
  - UTHSC Home webpage
  - Campus Police website
- RSS
- PDA
- E-mail alerts to all faculty, staff, and students
- Text Pager
- Google, AOL or My Yahoo Page
- Media alerts to local TV and radio outlets
- Campus Plasma Monitors

If you are notified of or involved in an emergency or crisis, stay calm, assess the situation, and be prepared to take safety precautions based on your personal situation.

- Stay away from the area of the emergency or crisis.
- Find a safe place and stay there until you are notified that the emergency is over.
- If you are directly affected by the emergency, (call 911 if you are not on Campus) or UTHSC Police at 901-448-4444 as soon as it is safe to do so. Provide as much information as you can and stay on the phone until told to hang up.
- Alert others if you can without endangering yourself.
- Evacuate the area by a safe route if possible.
• If the emergency is an active threat and you are unable to evacuate the area, attempt to seek an area of safe refuge.
• If you must seek refuge, secure doors and windows as quickly as possible and barricade as many items between you and the threat.
• Do not attempt to make contact with the individual(s) responsible for the threat unless no other option is available.
• Once in a secure location, do not open the door for anyone but the police.

Reporting Emergencies

Fire or Fire Alarm

• You should immediately activate the building alarm system upon detecting a fire or visible smoke.
• All Faculty, Staff, and Students must immediately report all fires, regardless of size (even if extinguished); smoke; or fire alarms on campus to UTHSC Police Department by dialing 448-4444. The Campus Police Department dispatches all emergency calls on campus. Some university buildings have local fire alarm systems that are not remotely monitored; therefore, it is imperative that someone notify the Campus Police Department of fires and fire alarms at 448-4444 as soon as it is safely possible.

Medical Emergencies

• All employees may request an ambulance and medical assistance on campus by dialing 448-4444. The Campus Police Department dispatches all emergency calls on the UTHSC campus.

Bomb Threats

• All employees may report bomb threats or the discovery of suspicious objects or devices on campus by dialing 448-4444. The Campus Police Department dispatches all emergency calls on campus.

Other Emergencies (stopped elevators, chemical spills, etc.)

• All other emergencies on campus may also be reported by dialing 448-4444. The Campus Police Department dispatches all emergency calls on campus.

Emergency Actions Information

Quick Reference Checklist

Fire or Fire Alarm:

• **ACTIVATE** the building alarm system upon detecting a fire or visible smoke and immediately evacuate the building.
• **REPORT ALL FIRES**, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Campus Police Department by dialing 448-4444. Be prepared to state your location and the nature/severity of the emergency.
Medical Emergencies:
Request an ambulance and medical assistance on campus by dialing 448-4444. Be prepared to state your location and the nature/severity of the emergency.

Bomb Threats:
Report bomb threats or the discovery of suspicious objects or devices on campus by dialing 448-4444. Be prepared to state your location. Do not use cell phones within 300 feet of the suspected location!

All Other Emergencies:
All other emergencies on campus may also be reported by dialing 448-4444. Be prepared to state your location.

Tornados:
Alert the building occupants and move to the safest place in your building and/or complex. **DO NOT PULL THE FIRE ALARM** - do not leave the safety of the building.

- Seek shelter in the middle of the building. Take cover under heavy furniture or in an interior hallway against a strong, inside wall on the lowest floor. Do not attempt to drive.
- Follow the instructions of emergency response personnel or remain in the hallway until the Campus Police, Safety Officer, Fire Department, Emergency Management, or other emergency response personnel give the all clear.

Persons with Disabilities:
If you have a disability, you should notify your instructor in each of your classes or your supervisor that you have a disability and will require assistance in case of an emergency.

Instructors or supervisors must notify emergency response personnel, either police or fire department, of any persons with disabilities in their classes or area of responsibility.

**Inclement Weather**

If inclement weather occurs, Health Science Center students, faculty and staff may stay informed of the campus’ status by:

1. Calling 44UT ICE (448-8423). Since the hot line can provide the most up-to-date information, it will be the official information source;
2. the Health Science Center Web site - www.uthsc.edu;
3. Local television and radio stations.

**Additionally, UTHSC offices will be considered open unless the announcement specifically says all offices will be closed.**

Additional emergency response and evacuation procedure information can be found at the following links:

- Responding to An Active Shooter: [http://www.uthsc.edu/campuspolice/emergencyShooters.php](http://www.uthsc.edu/campuspolice/emergencyShooters.php)
- Surviving an Active Shooter Event: Homeland Security Training Video
UTHSC Alert

During an emergency situation, every second counts and communication is critical. That’s why Campus Police has taken steps to ensure that you receive emergency notifications at your UTHSC email address. It’s also easier than ever for you to register additional emails, cell phone numbers, and pager numbers so that you receive alerts regardless of where you are or what device you use.

Formerly referred to as e2Campus, UTHSC Alert is the notification service that university administrators and Campus Police use to communicate by email and text message with UTHSC members (Registration & Deletion Instructions for UTHSC Members) and others in the case of an emergency.

In addition to a new name, UTHSC Alert has simplified the process by which you register to receive emergency notifications. Key changes include the following:

- **Automatic account creation and registration of your UTHSC email address:** If you are a faculty member, staff member, retiree, student, postdoc, or resident with an active NetID, a UTHSC Alert account already has been created for you and your UTHSC email address has been registered to receive notifications.

- **Easy login with your NetID and password to register additional email addresses and phone/pager numbers:** No more having to remember a separate username and password! You now can log in to your UTHSC Alert account with your NetID and password and add up to two cell phone or pager numbers and five additional email addresses. This will increase your odds of receiving a text or email notification regardless of your location or device on hand.

**IMPORTANT:** Because of this change, any non-UTHSC email addresses and all cell phone numbers and pager numbers that you registered in the e2Campus/UTHSC Alert system prior to February 4, 2014, will need to be re-registered.

- **Simplified registration process for non-UTHSC members:** Parents of UTHSC students, vendors working on campus, and other members of the community who want to receive emergency notifications no longer have to create an account to register. All they have to do is text the word UTHSC to 79516 on their cell phone or pager.

Sending notifications via UTHSC Alert is just one step the university takes to secure our campus during emergencies. For more information about emergency planning at the University of Tennessee Health Science Center, visit [http://www.uthsc.edu/campuspolice/emergency_actions.php](http://www.uthsc.edu/campuspolice/emergency_actions.php).

If you need help logging in to the UTHSC Alert system or managing your account, please refer to the [Frequently Asked Questions](http://www.uthsc.edu/campuspolice/emergency_actions.php) or contact the Help Desk at helpdesk@uthsc.edu or 448-2222.
MISSING STUDENT PROTOCOL

Purpose:
The University of Tennessee Health Science Center (UTHSC) has established a missing student notification policy in an effort to assist in ensuring the safety of our residential students, and as a requirement of the Higher Education Act of 2008 (20 U.S.C.S. §1092; 42 U.S.C.S. §5579).

Preamble:
The safety of students at the University of Tennessee Health Science Center is of paramount concern to the University. Those with concerns about the immediate safety of a student should contact the University Campus Police Department ("UTHSCPD") at 901-448-4444. Those with comments or concerns regarding the University’s Missing Student policy and efforts should contact the Assistant Vice Chancellor for Student Affairs at 901-448-5560.

Policy Statement:
- This policy applies to all residential facilities located on the UTHSC campus. At the present time, Phi Chi Medical Fraternity is the only residential facility on the UTHSC campus.
- All students, including visiting students, who reside in Phi Chi Medical Fraternity campus facilities will have the opportunity to identify and provide confidential emergency contact information through one of the methods listed below:
  1. Upon checking into Phi Chi Medical Fraternity housing.
  2. Using BANNER Self-Service.
- The information provided is for use of the University when a student is missing.
- Unless there is evidence to the contrary, a student living in Phi Chi Medical Fraternity housing will not necessarily be considered missing if the student provided information about his/her intended whereabouts or if the student is absent during recognized University holidays or breaks.
- When a University official becomes aware that a residential student has been missing for more than twenty-four (24) hours, the official will immediately report his/her belief to the University of Tennessee Health Science Center Campus Police Department ("UTHSCPD") and the Assistant Vice Chancellor for Student Affairs (or his/her designee) or the Student Conduct Officer.

<table>
<thead>
<tr>
<th>Assistant Vice Chancellor for Student Affairs</th>
<th>Student Conduct Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr. Sonya G. Smith</strong></td>
<td><strong>Dr. Michael Alston</strong></td>
</tr>
<tr>
<td>Assistant Vice Chancellor</td>
<td>Director</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Office of Equity and Diversity</td>
</tr>
<tr>
<td>910 Madison Building, Suite 520</td>
<td>920 Madison Avenue, Suite 420</td>
</tr>
<tr>
<td>Memphis, TN 38163</td>
<td>Memphis, TN 38163</td>
</tr>
<tr>
<td>Phone: (901) 448-5568</td>
<td>Phone: 901-448-2112</td>
</tr>
<tr>
<td>Fax: 901-448-1570</td>
<td>Fax: 901-448-1120</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ssmit209@uthsc.edu">ssmit209@uthsc.edu</a></td>
<td>E-mail: <a href="mailto:malston1@uthsc.edu">malston1@uthsc.edu</a></td>
</tr>
</tbody>
</table>
The designated University official will contact other University officials who have a need to know about the missing student report. (Please note that University officials may report a student missing at any time; there is no requirement for the official to wait until they believe the student has been missing for more than twenty-four (24) hours.)

The UTHSCPD will investigate a University official’s report that a student is believed to be missing. If the UTHSCPD determines that the student has, in fact, been missing for more than twenty-four (24) hours and the UTHSCPD is unable to locate the student, the UTHSCPD will contact the following individuals within the next twenty-four (24) hours:

<table>
<thead>
<tr>
<th>For a Student Who Is:</th>
<th>The UTHSCPD Will Contact:**</th>
</tr>
</thead>
<tbody>
<tr>
<td>***Under 18 years old and not emancipated</td>
<td>Student's parent or guardian and the student’s emergency contact (if the student has requested the University to contact someone in addition to his/her parent or guardian)</td>
</tr>
<tr>
<td>***Under 18 years old and emancipated</td>
<td>Student’s emergency contact</td>
</tr>
<tr>
<td>18 years old or older</td>
<td>Student’s emergency contact</td>
</tr>
</tbody>
</table>

The Assistant Vice Chancellor for Business (or his/her designee) is responsible for making the provisions of this policy known to students who live in Phi Chi Medical Fraternity housing and advising these students of the option to designate an emergency contact in Banner Self-Service.

**The UTHSCPD will obtain the emergency contact information from the Assistant Vice Chancellor for Student Affairs (or his/her designee), Registrar, or Assistant Vice Chancellor for Business (or his/her designee). If the student has not provided the University with emergency contact information, then, if appropriate, the UTHSCPD will contact other law enforcement agencies.

***The determination as to whether a student is emancipated will be based upon the information available and the University official’s knowledge at the time the contact is required.

To submit a confidential/silent witness report, go to: UTHSC Campus Police Confidential/Silent Witness Report

TENNESSEE SEX OFFENDER REGISTRY

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the University of Tennessee Health Science Center Police Department is providing a link to the Tennessee Bureau of Investigation (TBI) Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in the State, to provide notice to any institute of higher education in this State at which the person is employed, carries a vocation, or is a student. In the State of Tennessee, those convicted as sex offenders must register with a Law Enforcement Agency as required by law.

The TBI Sex Offender Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers or otherwise for the
protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation may make the violator subject to criminal and/or civil/university sanctions.**

The TBI is responsible for maintaining the [TBI Sex Offender Registry](http://www.uthsc.edu/oed/documents/interim-sexual-misconduct-policy.pdf) which is also accessible from the UTHSC Campus Police Web Site beneath the Clery Act Link.

**Criminal Records Checks**

The University of Tennessee Health Science Center employment application requires applicants to answer whether or not they have been convicted of any criminal offense other than a minor traffic citation. Employment decisions are based upon the overall record of the applicant, and a criminal record, if relevant to the job in question, can be consideration.

### SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

**Introduction**

The University of Tennessee Health Science Center is committed to creating and maintaining a learning, living, and working environment free from all forms of Sex Discrimination, including Sexual Misconduct and Relationship Violence. Sexual Misconduct and Relationship Violence will not be tolerated and will be grounds for disciplinary action up to, and including, permanent dismissal from the University and termination of employment.

This policy describes prohibited conduct; explains multiple options for reporting Sexual Misconduct and Relationship Violence; sets forth the procedures the University will follow for promptly, thoroughly, and equitably investigating and resolving reports of Sexual Misconduct and Relationship Violence in order to eliminate Sexual Misconduct and Relationship Violence, prevent their recurrence, and address their effects on Complainants or the University community; identifies resources for Complainants; and describes the University’s prevention and awareness programs relating to Sexual Misconduct and Relationship Violence.

This policy implements the requirements of Title IX, Title VII, and the Clery Act with respect to Sexual Misconduct and Relationship Violence, including amendments to the Clery Act made by the Violence Against Women Reauthorization Act (VAWA) but not including proposed VAWA regulations published in the U.S. Department of Education’s notice of proposed rulemaking, 79 Fed. Reg. 35418-35460 (June 20, 2014).

The interim policy, procedures, programs and resources can be viewed, in its entirety, at the following link: [http://www.uthsc.edu/oed/documents/interim-sexual-misconduct-policy.pdf](http://www.uthsc.edu/oed/documents/interim-sexual-misconduct-policy.pdf)
Sexual Assault Awareness and Prevention

The goal of this website (http://www.uthsc.edu/oed/sexual_assault2014.php) is to provide awareness and education for students, faculty and staff concerning sexual assault/violence — what it is, including the legal perspective; what to do if it happens; where to go for support; and campus and local resources. Equity and Diversity (OED) will be develop and announce focused efforts and programs throughout the year. This will include joint efforts by OED, Office of the Vice Chancellor for Academic, Faculty, and Student Affairs, Student Academic Support Services (SASS), University Health, Campus Police and Human Resources.

Sexual assault is a term that is used to encompass the multitude of ways in which a person can be violated in a sexual nature against her/his will. It is defined as any sexual act directed against another person, that is forcible and/or against that person’s will; or, where that person is incapable of giving consent. Sexual assault is a crime in all of the U.S. states and territories.

Sexual Assault Awareness Month

Sexual Assault Awareness Month serves to bring awareness around these issues. Following the initial observance of October for Domestic Violence Awareness Month, advocates of sexual assault survivors sought to create a similar awareness event more specific to sexual violence. What started out as an awareness week in April, grew into a month-long consciousness-raising event as advocates began to coordinate events throughout the month of April.

In April of 2001, the U.S. began to nationally observe the month of April as Sexual Assault Awareness Month. Throughout the month, organizations across the country host events and programs that aim to educate the public and reach out to survivors. Teal ribbons are worn by many to raise awareness in support of the cause.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim April 2014 as National Sexual Assault Awareness and Prevention Month. I urge all Americans to support survivors of sexual assault and work together to prevent these crimes in their communities.

– President Barack Obama, April 2014

Domestic and Sexual Assault/Violence Resources

What to do if You are a Victim of Sexual Assault or Misconduct

Campus Contact Information

- UTHSC Campus Police (901) 448-4444
- UTHSC University Health Services (901) 448-5630 M-F 8:00am – 5:00pm (901) 541-5654 After Hours, 24/7
- Student Assistance Program 1-800-327-2255 (Option 3) 24/7 www.eniweb.com
- Employee Assistance Program 1-855-437-3486
- Office of Equity and Diversity 901-448-2112
Scope and Applicability & Jurisdiction

This policy applies to the conduct of and protects:

- students of the University of Tennessee Health Science Center campuses (Memphis, Chattanooga, Knoxville, and Nashville);
- employees of the University of Tennessee Health Science Center campuses (Memphis, Chattanooga, Knoxville, and Nashville); and
- University volunteers, University contractors, and third parties participating in a University program or activity.

This policy applies regardless of the Complainant’s or the Respondent’s sex, sexual orientation, or gender identity. Sexual Misconduct and Relationship Violence can be committed by anyone (regardless of sex, sexual orientation, or gender identity), can occur between strangers or acquaintances, and can occur between people of the same or of different sexes, gender identities, and/or sexual orientations.

The University’s jurisdiction concerning off-campus misconduct by students is outlined in the CenterScope. With respect to employees and other non-students, this policy applies to conduct which: (i) occurs on University-controlled property; (ii) occurs in the context of a University employment or education program or activity; and/or (iii) occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on University-controlled property or in any University employment or education program or activity.

Additional Information and Resources

Myths and Facts About Sexual Violence  Understanding Sexual Violence

City, State and National Resources

The 2011 Title IX Dear Colleague Letter requires UTHSC to provide educational programs on sexual assault/violence. Moreover, reauthorization of the Violence Against Women Act (VAWA), which is federal legislation that is in place to improve responses to domestic violence, dating violence, sexual assault and stalking in the United States, in addition to the Campus SaVE Act (SEC. 304 of the VAWA reauthorization Act of 2013) has many implications for higher education institutions.

ALCOHOL AND ILLEGAL DRUGS

Drug-Free Campus and Work Place

The University of Tennessee’s Policy on a Drug-Free Campus and Workplace, as passed by its Board of Trustees, is found in University of Tennessee Personnel Policy #HR0720 (http://policy.tennessee.edu/hr_policy/hr0720/). It reads as follows:

“In support of the Drug-Free Work-place Act of 1988 (public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, it is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession distribution, or dispensing of drugs (“controlled substances” as defined in
the Controlled Substance Act, 21 U.S.C. 812) and alcohol on University property or during University activities.”

“Violation of this policy is grounds for disciplinary action-up to including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et. seq.; T.C.A. 39-6-401, et. seq.) Local ordinances also provide various penalties for drug-and-alcohol related offenses. The University is bound to take all appropriate actions against violators, which include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program.”

Under heading “Specific Examples Of Prohibited Conduct”, #12b – “Standards of Safety”, as found in The University of Tennessee Health Science Center Personnel Procedure #HR0580 (http://policy.tennessee.edu/hr_policy/hr0580/#12 ), states, “The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events an employee is expected to attend as part of his or her duties); or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.” The University’s Policy on a Drug-free Campus and Work-place as it relates to students may be found in The UT Health Science Center CenterScope.

Policy on Alcohol and Drugs on Campus

University regulations prohibit the unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University owned or controlled property, or during University activities. Violations of these regulations are considered violations of the University’s Standard of Conduct, and disciplinary actions and penalties will be conducted in accordance with the procedures of the Student Judicial System. These regulations and the process for handling violations are published in the in The UT Health Science Center CenterScope.

Personnel Policy 720 Drug Free Campus and Workplace sets forth the University’s commitment to maintaining a safe and healthful environment for students and employees and its compliance with the U.S. and Tennessee statutes relating to unlawful use of controlled substances. See also HSC Administrative Policy 2.090 Controlled Substances.

Any suspicion of alcohol or substance impairment should be reported to UTHSC Campus Police. If the reported behavior gives rise to work performance concerns a drug and/or alcohol screening will proceed. At the Health Science Center, screening is also required for employees filling positions that utilize commercial driver’s license. Human Resources maintain the Drug Screening Procedures. **Reasonably suspicious signs and symptoms of drug and alcohol abuse may include but are not limited to the following:** Odor of alcohol, Odor of marijuana, slurred speech, flushed, swollen face, red eyes, pupils dilated or constricted, unusual eye movement, lack of coordination, tremors or sweats, weariness, exhaustion and sleepiness. (http://www.uthsc.edu/policies/w932_document_show.php?p=619)
Substance Awareness and Education

Many programs exist on campus to assist students in understanding the use and abuse of alcohol and drugs. In addition to the information students receive through the health sciences curriculum, the Office of Student Life offers a series of programs and printed information for this purpose. Additional educational efforts are conducted by peer assistance groups in some colleges.

Students seeking additional information, or who need advice regarding a problem they may have with alcohol or drugs, may contact Student Mental Health Services, University Health Services, the Office of Student Life, or the Student Affairs officer in their respective colleges.

Possession and Use of Weapons

No one other than Campus Police personnel may carry or possess firearms on campus. Signs prominently displayed at buildings entrances with the following language:

“FELONY. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED $3,000 FOR CARRYING WEAPONS ON SCHOOL PROPERTY.”

Campus police officers are required to exercise every precaution when utilizing firearms in their daily work assignments. Rules and Regulations governing weapons as they pertain to Campus Police Officers are contained in the Police Departmental Rules and Regulations Manual.

To ensure that professional training standards are maintained in the use of firearms by Campus Police Officers, The UT Health Science Center and the Memphis Police Department maintain an FBI certified range master list of all Campus Police officers completing firearms training.

Under heading “Specific Examples Of Prohibited Conduct”, #12a, as found in The University of Tennessee Health Science Center Personnel Procedure #HR0580 (http://policy.tennessee.edu/hr_policy/hr0580/#12 – Standards of Safety), states, “Possession of firearms, explosives, or other dangerous materials on university property or during university activities, unless the employee is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officers, R.O.T.C. personnel, etc.).”
## CRIME STATISTICS

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>On-Campus</th>
<th>Off-Campus</th>
<th>Public Property</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Sex Offenses - Forcible (Forcible Fondling, Forcible Rape, Forcible Sodomy or Sexual Assault with an Object)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Sex Offenses – Non-Forcible (Incest or Statutory Rape)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Liquor Law Arrests</td>
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<tr>
<td>Liquor Law Violations Referred for Disciplinary Referral</td>
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<td>0</td>
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<tr>
<td>Drug Law Arrests</td>
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<td>Drug Law Violations Referred for Disciplinary Referral</td>
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<tr>
<td>Illegal Weapons Possession Violations Referred for Disciplinary Referral</td>
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<tr>
<td>Dating Violence*</td>
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<tr>
<td>Domestic Violence*</td>
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<td>0</td>
<td>NA</td>
</tr>
<tr>
<td>Stalking*</td>
<td>NA</td>
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<td>NA</td>
</tr>
</tbody>
</table>

* = Statistics for this crime were not kept prior to 2013.
## CRIME STATISTICS – HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>On-Campus – Housing Facilities</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2012</td>
<td>2013</td>
</tr>
<tr>
<td>Murder / Non-Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible (Forcible Fondling, Forcible Rape, Forcible Sodomy or Sexual Assault with an Object)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible (Incest or Statutory Rape)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations Referred for Disciplinary Referral</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations Referred for Disciplinary Referral</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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* = Statistics for this crime were not kept prior to 2013.
# 2014 HATE CRIMES

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*OC = On-Campus   NC = Non-Campus   PP = Public Property
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## 2013 HATE CRIMES

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<tr>
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ANNUAL FIRE SAFETY REPORT

Sec. 668.49 Institutional fire safety policies and fire statistics.

By October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

(1) The fire statistics described in paragraph (c) of this section. (Refer to paragraph c)

(2) A description of each on-campus student housing facility fire safety system

**Facility Fire Statistics**

**Phi Chi Fraternity House:**

EST / LSS 4-12 zone panel connected to smoke detectors located in the air handling system ductwork, fire alarm pull stations, and audible horn and visible strobe notification devices located throughout the building. Each bedroom and common living area is equipped with single-station (not connected to the panel) smoke detectors.

Phi Chi Fraternity House has a yearly fire drill

Portable electric appliances (space heater) require approval from dorm or house manager, smoking and open flames (including candles) are prohibited in all student housing.

Students are directed to go to the center of the parking lot directly in front of the main entrance to their suite and await further instruction via campus police.

If smoke or other unusual odors suggesting a possible fire are detected, immediately call the Campus Police (8-4444) and the Office of Safety Affairs Life Safety Coordinator (8-5619).

**If case of an actual fire situation, you should:**

1. Alert other building occupants by immediately sounding the building fire alarm. To do this pull a wall-mounted fire alarm pull station, located near all exit ways.
2. Contact Campus Police by dialing 8-4444 and give them the location of the fire.
3. Evacuate the building. Do not use the elevators. Most stairways are protected from smoke and are the safest way out of the building. Assemble at predetermined site for headcount.

If needed, fire extinguishers are located in all public corridors approximately every 75 feet.
Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately. Do not re-enter the building until told it is safe to do so by either the police or the fire department.

**Fire log** - Maintained in the UTHSC Safety office.
## FIRES IN ON-CAMPUS STUDENT HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Housing Facility</th>
<th>Total Fires in the Housing Facility</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused By a Fire</th>
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<tr>
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## FIRE SAFETY SYSTEMS IN PHI CHI FRATERNITY

<table>
<thead>
<tr>
<th>Housing Facility</th>
<th>Full-Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans and Placards</th>
<th>Number of Evacuation (Fire) Drills Conducted in 2013</th>
<th>Fire Alarm Systems</th>
<th>Other Fire Control</th>
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<tr>
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<td>3</td>
<td>Yes</td>
<td>Yes</td>
<td>0*</td>
<td>1**</td>
<td>Kitchen suppression; 9V smokes in dorms</td>
</tr>
</tbody>
</table>

* = For this building  
** = Not monitored
Below is a list of basic operational functions performed by Campus Police. It is not based on any order of priority.

**Communications**
There is a 24-hour, seven-day-a-week communication center maintained at 740 Court. All officers of Campus Police and vehicles are equipped with two-way radios for the purpose of communicating with the communication center. Additionally, there is a University-wide telephone network with direct lines into the communications center. The communications center is monitored by police dispatchers. The communication center is the focal point of all police field communication, and further serves as a link between the University and other emergency public agencies such as law enforcement agencies, ambulance services, fire departments, etc.

**Investigation**
Any crime reported on UT properties, whether the victim is the University or an individual, requires that an official report be prepared. Officers before initiating a report conduct a preliminary investigation to determine the nature of the crime, the victim, suspect, injury, loss and evidence associated with the criminal incident. Reports are initiated on all noncriminal matters as well. Follow-up investigations are conducted on some criminal matters for the purpose of gathering additional information, recovering property or identifying suspects. Officers conducting such preliminary investigations often have to appear in court and testify as to their investigation. Copies of non-criminal police reports are forwarded to the appropriate University officials, to the department heads, or unit supervisors.

**Loss Control**
The protection of all physical assets of the University involves the development of recommendations to minimize the University’s exposure. The Chief of Police and the Safety Officer, have the responsibility of developing effective Loss Control Management Procedures to reduce the campus' liability and protection of its assets.

**Safety**
Officers perform a variety of safety functions on the campus including detection of hazardous conditions that could result in injury; reporting maintenance problems such as light outage, water leakage; property damage such as broken windows; or detecting conditions that may result in fire. Officers also respond to fire alarms at the University and assist in the evacuation of buildings. They also provide reports and investigations with recommendations concerning methods of improving safety conditions on the campus.

**Special Events**
The University of Tennessee Health Science Center plays host to numerous events each year and the UTPD Police special events section is responsible for coordinating a police presence at all special events on campus. Sergeant William Gray is assigned to this office and is responsible for coordinating all special events with the Director of “Special Events.” The UTPD provides traffic control, interior patrol and crowd
control personnel for each of these events. The UTPD special events section also provides Police protection and escorts for visiting dignitaries involved in University functions.

If your department is hosting an event you must register your event at the Events Calendar. This process starts with contacting the Pamela Houston.

ADMINISTRATION

The chief of police formulates and develops rules and regulations for the Campus Police. This is accomplished through the cooperation of the University by determining its safety needs and developing operational programs to meet those needs.

Records

All documents such as letters, memos, reports, personal injury reports, miscellaneous service reports, follow-up reports, investigations/report findings, policies, rules, regulations, scheduling reports, etc. are maintained by the campus police.

Equipment

Equipment control and maintenance also is a function of the Campus Police. Certain uniform items, badges, identification, foul weather gear, vehicle emergency equipment, and other supplies are controlled by Campus Police Business office.

Public Service

Campus Police also provide several miscellaneous public services. These include finger printing required by Faculty, Staff, and Students.

HOW CAMPUS POLICE ACTIVITIES AFFECT YOU

All new students and employees are provided information about safety and security and the prevention of crimes at their respective orientation programs. The following section provides additional information concerning campus security and you.

Identity Checks / Identification Cards

All current registered students, faculty, and staff are required to have a UT Identification Card. Lost and found I.D. cards should be reported to the campus police at 740 Court Avenue. Replacement ID cards may be obtained from the campus police. Please call 448-6705 for location and time.

In order to determine the identity of students, faculty, and staff, everyone is required to present their University identifications cards promptly upon request of a Campus Police officer, member of the administration or faculty of the University. Identification cards will not ordinarily be retained by the police; however, a card may be retained if an emergency situation exists, or if the card is needed as evidence. The retained card, if valid, will be returned to the student of employee as soon as possible. Charge for lost I.D. is $12.00.
**Key Control**

Employees, residents, and some graduate students are issued keys to UT buildings and offices. Issuance of building entrance keys must be approved by the department head, and in addition, some buildings have a building manager whose signature is required before a key can be issued. Keys are issued 5 days a week at 740 Court Avenue, if keys are on file. Call 8-4441 to inquire. Each key is assigned a sub-number which identifies that key as belonging to the particular person to whom it was issued. In order to assist the Campus Police in maintaining an up-to-date record system and to reduce thefts, no key shall be loaned or exchanged. All UT building keys must be returned to the Campus Police Key Control office upon termination, transfer or graduation. A charge of $10.00 per key is assessed for each lost key and payment must be made before an exit clearance can be completed.

**TIPS FOR A SAFE CAMPUS**

**When walking or jogging:**
- Go with someone.
- Stay away from isolated areas.
- Stay in well-lit areas.

**If you’re followed:**
- Cross the street and change directions.
- Go to a well-lit area. Enter a store, house, residence hall, anywhere there are people.
- Notice and try to remember as much as possible about the person, so you can give a good description later.

**If you’re a victim of a robbery:**
- Don’t resist, No amount of money is worth taking chances with your life.
- Notify the campus police or local police immediately.
- Try to give a description that includes approximate age, height, weight, clothing, jewelry, and details on hair, scars, tattoos, anything that is noticeable.

**Protect personal and University property:**
- Lock your office door every time you leave.
- Engrave expensive equipment
- Engraving equipment is available upon request in the Campus Police office.
- Don’t store your purse in an unlocked desk drawer.
- Don’t leave your belongings unattended in libraries, hallways, locker rooms, or classrooms.

**If you are working late:**
- Keep your office door locked.
- Lock all doors behind you as you enter and exit the building.
- Advise the Campus Police that you are in your office.

**Protect yourself and your car:**
Keep doors locked while driving.
Don’t pick up hitchhikers.
Always lock your car and take the keys.
Park in well lighted areas.
Place packages out of sight.

EEO/AA Statement / Non-Discrimination Statement

The full University of Tennessee Non-Discrimination Statement EEO/AA statement reads as follows:

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 910 Madison Avenue, Suite 826, Memphis, Tennessee 38163, telephone 901-448-7382 (V/TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.
Campus Police Glossary

Definitions from the Department of Justice, except the violations* definitions which are from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Definitions

**Aggravated Assault** - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, 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. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

**Aggravated Stalking, 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. Learn more by reading 39-17-315. Stalking, aggravated stalking, and especially aggravated stalking.

**Arson** - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Bias** - A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

**Bias Crime** - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

*Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.*

**Burglary** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Consent** –

**Dating Violence** – Violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.”
For the purposes of this definition – (A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (B) Dating Violence does not include acts covered under the definition of domestic violence.

Disability Bias - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Domestic Violence – A “felony or misdemeanor crime of violence committed by: (1) a current or former spouse of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with or has cohabitated with the victim as a spouse; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or (5) 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.”

Destruction/Damage/Vandalism of Property (except Arson) – To willfully or maliciously damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Ethnicity/National Origin Bias - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics.

Fondling - The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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 or physical incapacity.

Forcible Rape (Except "Statutory 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.

Forcible Sodomy - Oral or anal sexual intercourse with 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.

Hate Crime - A criminal offense committed against a person or property which is motivated, in persons based on their:
Race – A preformed negative attitude toward a group of persons who possess common physical characteristics;

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female;

Gender Identity – A preformed negative opinion or attitude toward a group of persons because of their actual or perceived gender-related characteristics;

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being;

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex;

Ethnicity – A preformed negative opinion or attitude toward a group of persons of the same ethnicity;

National Origin – A preformed negative opinion or attitude toward a group of persons who share the same national origin;

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Hate Group** – An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**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.

**Larceny** – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

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

**Note:** A "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails, and which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles and golf carts.

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

**Negligent Manslaughter** - The killing of another person through negligence.

**Racial Bias** - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks, Whites.

**Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

**Religious Bias** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.

**Robbery** - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Sex Offenses Forcible** – Any sexual act directed against another person, forcibly and/or where the victim is incapable of giving consent (forcible fondling, forcible rape, forcible sodomy, sexual assault with an object – all defined individually).

**Sex Offenses Non-Forcible** – Unlawful, non-forcible sexual intercourse; includes only incest and statutory rape (both defined individually).

**Sexual Assault With An Object** - To use 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.

**Sexual-Orientiation Bias** - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.
**Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

**Stalking** – “Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.” Also see Aggravated Stalking.

For the purpose of this definition – (1) *Course of conduct* means two or more acts, but not limited to, acts which the stalker directly, indirectly or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person’s property, (2) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim; (3) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

**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.