

Chattanooga State Community College

2010



Campus Safety *AND* Law Enforcement



*INFORMATION
ABOUT
POLICIES
AND
PROCEDURES*

This information is being provided to you as part of ChSCC's commitment to safety and security on campus and is in compliance with Tennessee's College and University Information Act T.C.A. Section 49-7-2201, et seq. and the Federal Crime Awareness and Campus Security Act of 1990.



"We at Chattanooga State Community College care deeply about the safety and well-being of our students, staff, faculty and visitors on campus. However, a truly safe campus can only be achieved through the cooperation of the entire college community: students, faculty, and staff. This report is a part of our effort to insure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others at Chattanooga State"

Tammy L. Swenson
Executive Vice President of Business and Finance

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A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

ChSCC's security policies and procedures are aimed at your safety and welfare. You can help maintain your own safety on campus by following all security policies, and by using common sense safety practices, such as walking in groups; reporting suspicious activities; and not leaving books, coats, or backpacks unattended.

The following pages will provide you with an overview of security facts that will be helpful to you. Everyone on campus should be safety conscious and follow security procedures.

OFFICES RESPONSIBLE FOR CAMPUS SECURITY

The Chattanooga State Police Department provides basic police services to the college community. The department's main objective is to provide a safe campus for students, staff, faculty and visitors. CSPD Officers perform a variety of tasks that include investigation of criminal activity, apprehension of criminals, accident and fire response, traffic enforcement, and security for special events.

The Chattanooga State Police Department reports to the office of the Executive Vice President of Business and Finance.

The personnel of the Chattanooga State Police Department are divided into the following groups:

Full-Time personnel include:

- 7 Sworn Officers (which includes the Administrative staff)
- 5 Non-Sworn Security Officers

Part-time personnel include:

- 7 Non-Sworn Security Officers
- 1 Civilian Dispatcher

All full-time officers are state certified by the Peace Officers Standards and Training Commission, P.O.S.T. Upon successful completion of police academy training, officers are placed on a six months probationary period. Each new officer is assigned to a senior level field training supervisor and periodic progress reviews are completed.

Enforcement powers are obtained from the State of Tennessee as each campus police officer receives his or her commission in accordance with the provisions set forth by TCA 49-7-118.

CHATTANOOGA STATE POLICE AUTORITY AND JURISDICTION

ChSCC Police Officers are duly commissioned by the State of Tennessee. As such, ChSCC Police Officers have full police powers in the City of Chattanooga, Hamilton County, and on any other property contiguous to property of the Chattanooga State Community College.

An agreement between the City of Chattanooga Police Department and Chattanooga State regarding exercise of jurisdiction has been adopted and is assessed on a case-by-case basis. The City of Chattanooga Police has primary investigative responsibility when the following crimes occur on college property:

1. Violations of the Racketeer Influenced and Corrupt Organization Act of 1989, T.C.A. Sections 39-12-201, et seq.
2. Aggravated assault and vehicular assault, as defined in T.C.A. Sections 39-13-102
3. Criminal homicide, first degree murder, second degree murder, voluntary manslaughter, criminally negligent homicide, vehicular homicide, and viable fetus as a victim, as defined in T.C.A. Sections 39- 13-201, -202, -210, -211, -212, -213, and -214
4. Kidnapping, aggravated kidnapping, and especially aggravated kidnapping, as defined in T.C.A. Sections 39-13-303, -304, and -305
5. Aggravated robbery and especially aggravated robbery, as defined in T.C.A. Sections 39-13-402 and -403
6. Aggravated rape, rape, aggravated sexual battery, sexual battery, statutory rape, and limited spousal exclusion, as defined in T.C.A. Sections 39-13-501 through -507. However, TCA-49-7-129 establishes that higher education law enforcement agencies are mandated to lead rape investigations.
7. Arson, aggravated arson, and related crimes, as defined in T.C.A. Sections 39-14-301 through 306
8. Especially aggravated burglary, as defined in T.C.A. Sections 39-14-404

Serious crimes and other incidents that are deemed to be of interest to state and/or local agencies are reported to those agencies. Crimes by student groups at off-campus locations are reported to Chattanooga State Police by local police authorities. All crimes that occur on campus are reported on a monthly basis to the Tennessee Bureau of Investigation (TBI) and to the Federal Bureau of Investigation (FBI) headquarters for publication in the annual Uniform Crime Report: www.fbi.gov/ucr/ucr.htm.

As duly commissioned officers, ChSCC Police carry service weapons. In general, each officer of the department shall, in all cases, use only the minimum amount of force that is consistent with the accomplishment of his/her mission, and shall exhaust every other reasonable means of apprehension or defense before considering the use of a firearm.

REPORTING OF CRIME STATISTICS

With the passage of both The Tennessee College and University Security Information Act (T.C.A. Section 49-7-2201, et seq.) and the Federal Crime Awareness & Campus Security Act of 1990, the Chattanooga State Police Department will report all crimes reported to our police agency to the Tennessee Bureau of Investigation. This monthly statistical data will be recorded for use in the F.B.I.'s Uniform Crime Report. In turn, all information is supplied to the United States Secretary of Education in compliance with all applicable federal laws.

POSSESSION AND USE OF WEAPONS

Pursuant to T.C.A. 49-7-118, all campus police officers and their supervisors carry regulation firearms while on duty. These weapons may be used only when there is a serious, imminent, identifiable threat to life or a threat of great bodily harm.

No one other than Police Department personnel may carry or possess firearms on campus. Notification of the Felony Provisions of T.C.A. 39-17-1309 are posted throughout various buildings or street signs. Signs are prominently displayed 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.**

Our Campus Police Officers are encouraged to exercise every precaution when utilizing firearms in their day-to-day work assignments. Should an occasion arise whereby an officer has to present a weapon before the public or discharge a firearm, an immediate Internal Affairs investigation is conducted. Each Campus Police Officer fully understands the statutory, moral, and ethical considerations involving the exercise of lethal force. Every effort is made to ensure that any use of deadly force is the officer's final alternative. CSPD are trained in the use of Chemical Mace and taser deployment to provide a less than lethal form of force.

CAMPUS MAINTENANCE POLICIES

Chattanooga State Community College has installed and maintains exterior lighting around all of its buildings and parking lots, as well as additional sidewalk and street lighting, to keep the campus well-lit. While maintaining an attractive campus, grounds crews keep shrubs and hedges low, especially in places such as between buildings, for student safety.

On any normal college workday, there are scores of campus maintenance workers whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety, and maintenance problems.

Students as well as faculty and staff may also call Plant Operations at 697-4495 to report any safety or maintenance problems.

If you are an employee of ChSCC, and your keys are misplaced, Plant Operations as well as the Campus Police Department need to be notified. In this way an incident report can be taken in order to document the disappearance of ChSCC property and replacement can be expedited.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY AND SECURITY

In accordance with T.C.A. Section 49-7-2203, as well as the Crime Awareness and Campus Security Act of 1990, all students and employees receive updated security information annually. All student applicants or accepted students are also provided with information on security policies and procedures and on how to obtain additional security information. The student handbook is available on the Chattanooga State website includes sections on student conduct and health and safety.

Another assistance offered by campus Police Services is the Tiger Escort Service whereby an individual can be escorted from one on-campus location to another. In order to obtain an escort, one can either contact an officer in person, or by contacting the CSPD dispatcher on the telephone or by means of an Emergency "Blue-Light" telephone. All services are available on a twenty-four hour basis.

An additional program offered by Campus Law Enforcement is the Rape Aggression Defense (R.A.D.) Systems for women. This program attempts to provide attendees with information, tactics, and considerations that may be useful for various types of abductive encounters perpetrated against women. For information about R.A.D. visit (<http://www.rad-systems.com>).

IF YOU ARE THE VICTIM OF A CRIME

Our community and each of us as individuals deserve protection against crime and criminals. If you are the victim of a crime, immediately contact the Campus Police Department if the incident has occurred at the college. If you have been victimized off campus, contact the local Police Department or Sheriff's Office and report the incident. If an arrest is made or a warrant is needed to authorize police to arrest a person believed to have committed a crime, a representative of the ChSCC Police Department will assist you in court procedure, inform you of your rights and duties as a victim or a witness, and help in making your criminal justice system work for you. By doing so, you will know that you have done your best to make your community a safe one in which to live and work.

When a serious crime occurs, one needs to utilize the Campus Police Department to report the incident whereby an investigation may reveal a developing pattern of a recurring crime. If a noticeable trend develops, alert posters are published and posted throughout campus as a form of direct communication with the college community in order to maintain a well informed campus environment.

REPORTING A SEXUAL OFFENSE

When a rape/sexual offense is reported, the college will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the suspect through both criminal and college disciplinary channels. ChSCC students who are victims of sexual offenses are encouraged to report the incident to the Campus Police. Jurisdiction for investigating such cases for the purpose of pursuing criminal charges rest jointly with both the CSPD and Chattanooga Police Department. If the suspect is a student, the student victim is encouraged to contact the Judicial Affairs Office immediately. Judicial Affairs staff members, including the Dean of Student Affairs, can assist the victim in contacting the Campus Police.

A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to a hospital emergency room. It is important that the victim seek medical attention in order to assure his/her well being and to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

Link to TBI Sex Offender Registry

http://www.tcic.state.tn.us/SEX_ofndr/search_short.asp

COLLEGE POPULATION – 2010 FALL TERM

(FULL TIME EQUIVALENT)

Undergraduate Enrollment	6,698
Staff Personnel	416
Faculty Personnel	225
Police Personnel	14
Total Campus Population	7,353

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

1. **Description of procedures for preparing annual disclosure of crime statistics:**

Crime statistics that are provided in this institution’s annual report are based upon incidents reported by campus security authorities and local police agencies. This institution shall annually report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of certain crimes that are reported to local police agencies or to campus police authorities. The Director of Police Services serves as ChSCC’s Campus Security Survey Administrator (CSSA). Police Services will make the determination as to whether a reportable offense has occurred. The crime report forms 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 will also be made available to the public by October 1 each calendar year.

2. **Statement of policy allowing disclosure of crimes on a voluntary, confidential basis.**

Victims or witnesses of crime on campus are encouraged to voluntarily report criminal activity to the Campus Police Department as soon as possible. Upon request of the victim or witness such reports will be treated in a confidential manner; the identity of the reporting individual will not be divulged.

3. Statement of policy concerning crimes disclosed to a pastoral or mental health counselor:

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

4. Statement of policy concerning student criminal activity at off-campus locations:

The Chattanooga State Police Department in conjunction with the Chattanooga Police is responsible for monitoring and recording criminal activity engaged in by students at off-campus locations owned or operated by student organizations that are officially recognized by the institution. Certain categories of crime that occur in these locations will be included in the annual Campus Crime and Security Survey.

5. Timely warning procedure (campus crime alerts):

Whenever a report of a violent crime against a person or a major crime against property on campus that represents an ongoing threat to the safety of students, faculty, and staff is received, the Chattanooga State Police Department will issue a campus crime alert. Alerts are dated, and provide details of the crime, a description of the suspect if known, information on whom to contact about the case, and often crime prevention tips.

Campus crime alerts will be widely distributed throughout campus, provided to campus media, posted on the ChSCC Campus Police web page, when possible posted off-campus in areas frequented by students, and e-mailed as quickly as possible to all heads of offices and other key personnel.

Whenever the Chattanooga Police Department issues an alert about an off-campus crime that represents an ongoing threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Information included in campus crime alerts:

- 1 A succinct statement of the incident.
- 2 Apparent motivation; including the mode of expression, but not the text.
- 3 Apparent connection to previous incidents, if applicable.
- 4 Physical description of the suspect, including race.
- 5 Composite drawing of the suspect, if available.
- 6 Race of the victim only if there was an apparent bias motive.
- 7 Sex of the victim and student/non-student status.
- 8 Injury sustained by the victim.
- 9 Date and time the bulletin was released.

TIGER ALERT

The new TIGER ALERT system is designed to enhance and improve communication so that all members of the Chattanooga State campus community can stay informed in the event of an emergency. The system will add another immediate mechanism to the existing methods that the college has in place to alert the community to an emergency situation. The system will be used only for emergency contact purposes. ChSCC has contracted with Rave Wireless Inc. to provide the service, which will allow students, faculty and staff to “opt in” to be notified via text message in the event of an emergency. As well as text messages, the system allows students to receive messages to a designated e-mail address, PDA or pager.

TIGER ALERT messages will contain critical instructions in the event of an emergency on campus. Follow the directions in the Tiger Alert messages immediately and await further instructions.

TIGER ALERT will be used on a very limited basis--only when an immediate threat exists. These might include a shooting on campus, a severe weather threat, or a chemical spill.

To sign up for the TIGER ALERT go to:

http://content.chattanoogastate.edu/Rave_password_change.pdf or visit the ChSCC Website at <http://www.chattanoogastate.edu> then click on Tiger web.

CRIME STATISTICS

The following crime statistics are to inform the public about the probable exposure of the campus population to each crime category. As one can determine from the data, exposure to crime on the ChSCC campus is minimal at best. The data also indicate that ongoing crime prevention and awareness programs are having a positive effect toward reducing overall crime rates.

We believe an informed public is a safety conscious public. The following statistics, provided in compliance with Tennessee's College and University Security Information Act, as well as the Federal Crime Awareness and Campus Security Act of 1990, are for your information as part of ChSCC's overall safety and security program. If you have any questions, contact the Chattanooga State Police Department at (423) 697-4467

Chattanooga State Community College Campus Crime Statistics

Category	2008	2009	2010
CRIMINAL HOMICIDE:	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES:	0	0	0
Forcible	0	0	0
Non-forcible	0	0	0
ROBBERY	0	0	0

AGGRAVATED ASSAULT	1	0	2
BURGLARY	0	0	0
ARSON	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARREST FOR:	3	0	0
Liquor Law Violations	0	0	0
Drug Related violations	3	0	0
Weapons Possession	0	0	0
DISCIPLINARY REFERRALS:	3	0	3
Liquor Law Violations	0	0	1
Drug Related Violations	3	0	0
Weapons Possession	0	0	2

* This category includes all on-campus incidents, including those listed in the category labeled, "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

KEY TO HATE CRIME NOTATIONS: Type of Bias or Prejudice Race = ra Sexual Orientation = s Gender = g Ethnicity = e Religion = re Disability = d

Each statistic, resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias.

IMPORTANT TELEPHONE NUMBERS

Chattanooga State Police Department

Office: (423) 697-4467

24 hour cell phone: (423) 595-3651

TIPS FOR A SAFE CAMPUS

Learn and follow all Chattanooga State policies. These policies were created out of concern for your welfare and the consideration for the rights of others.

When walking or jogging:

- Go with someone.
- Stay away from isolated areas.
- Try and stay near street lights.
- Hold your purse or briefcase tightly, close to your body.
- A front pocket is safer for a wallet than a back one.
- Dress sensibly. Tight pants, clogs, or heels make movement-difficult.

If you're being followed:

- Cross the street or change directions.
- Keep looking back so the person knows you can't be surprised.
- Go to a well lighted area. Enter an office, classroom, library, or anywhere there are people.
- Notice and remember as much as possible about the person so you can give a good description later.

If you're held up:

- 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, and details on hair, clothing, jewelry, scars, and tattoos.
- Anything that is noticeable.

Where you live:

- Keep your doors and windows locked day and night.
- Don't let stranger's in.
- Don't leave a door unlocked for someone planning to come back later.

Protect personal and College Property:

- Lock your door every time you leave
- Engrave expensive equipment and valuables with an I.D. number.
- 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 when entering or exiting at night.
- Contact the Campus Police Department if you want an escort to or from your car.

In a car:

- Keep doors locked while driving.
- Don't pick up hitchhikers.
- Check the back seat before getting into a car.
- If you have car trouble, raise the hood, put on emergency flashers, and tie a white cloth to your antenna or outside mirror.

Protect your car:

- Always lock your car and take the keys.
- Lock valuables in the trunk.
- Park in well lighted areas.

Avoid being ripped off or taken advantage of by a scam:

- Watch out for credit card scams. Never give your credit card number over the phone unless you have made the call to a reputable business.
- Retain all carbons and charge slips when shopping, eating out.
- Check your monthly statements for unauthorized charges.
- Remember the Better Business Bureau can always be contacted to verify the credentials of a particular company or business.
- Be sure to look closely at any deal that sounds too good to be true (it probably is).

Don't hitchhike.

Report suspicious activity and vandalism immediately.

Chattanooga State Community College Police Department

MISSION STATEMENT

The Chattanooga State Police Department is responsible for ensuring that a safe and secure environment exists to support the College's educational mission. CSPD's mission is to provide professional police services, while working with faculty, staff and students to reduce criminal opportunity and community anxiety.

CSPD is committed to treating all people fairly while supporting an environment where diverse social, cultural, and academic values are allowed to develop. The Department provides services to the college community in a professional, respectful, knowledgeable and skillful manner, with the highest standards of ethics, accountability, dignity, equity and fairness.

VALUES

Performance
Responsibility
Integrity
Dedication
Excellence